



**DEFENSE MAPPING AGENCY**

**FY 85 - 89**

**JOINT MANPOWER  
PROGRAM**

**AEROSPACE CENTER**

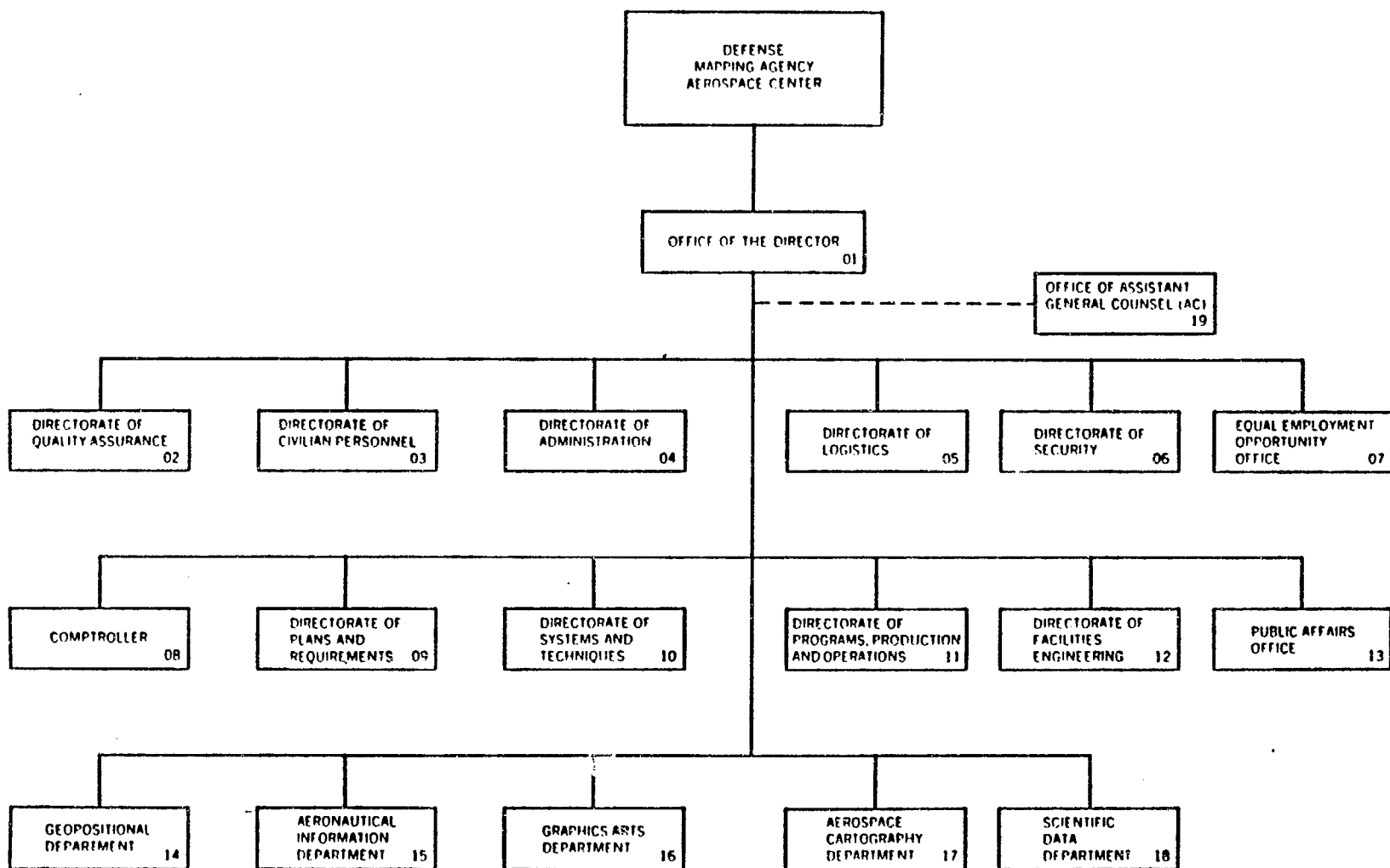
# JOINT MANPOWER PROGRAM

## PART I

### ORGANIZATION AND FUNCTIONS

AEROSPACE CENTER  
FY 85 JMP, PART I

<u>Organization</u>	<u>Paragraph No.</u>
Defense Mapping Agency Aerospace Center	
Office of the Director	01
Directorate of Quality Assurance	02
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## DEFENSE MAPPING AGENCY AEROSPACE CENTER

MISSION. The mission of the Aerospace Center is to provide aerospace mapping, charting, and geodetic products, data, and services to the Armed Forces of the United States and to other Department of Defense and Federal Agencies.

### FUNCTIONS.

1. Produce, distribute, and maintain aeronautical, extraterrestrial, and astronomical charts, air target materials, and special products in support of aerospace and missile weapon systems.

2. Operate and maintain the Department of Defense centralized libraries for aeronautical charts, free world air facilities and flight information, point positioning data bases, gravity data and installation/positional data.

3. Produce and maintain flight information publications, flight control aids and evaluated information on air facilities to satisfy the daily operational requirements of the Armed Forces.

4. Provide geodetic and geophysical studies and data in support of various weapon systems.

5. Produce and maintain digital and point positioning data bases in support of aerospace weapons delivery systems.

6. Produce cultural and terrain information for use in radar simulators, terminal guidance, enroute navigation, and SAC penetration routes.

7. Utilize all source materials in the accomplishment of the organization mission and coordinate, monitor, and participate in programs for the development of new capability for the use of these materials.

8. Exchange aeronautical, gravitational, geodetic, and flight support material with other governmental and private organizations of the United States and foreign countries under authority as delegated by the Director, DMA.

9. Coordinate and monitor research and development in support of the mission.

10. Monitor Department of Defense aerospace weapon development efforts to determine DMA support requirements and to initiate appropriate capability development activities.

MISSION. Manage the broad programs to accomplish the assigned mission and exercise command of the Aerospace Center.

FUNCTIONS.

1. Provide advice and assistance on MC&G Aerospace matters.
2. Provide overall direction involving scientific and technical systems, programs and applications; and the design, production and distribution of Aerospace Center products.
3. Assess the state of the art of mapping, charting and geodesy and formulate appropriate long range scientific and technical goals.
4. Appraise the objective, scope and content of scientific and technical concepts, systems, and proposals to ensure they are founded on sound principles; assess progress on programs in development and provide redirection as required to improve effectiveness.
5. Provide technical consultant service to Department of Defense, interagency and DMA working groups for planning joint agency execution of cartographic and geodetic programs.
6. Direct the operation and management of St. Louis Air Force Station.

MISSION. Develop and administer the Center Quality Program. Administer quality policy and provide guidance to assist the Departments/Directorates in implementing a Quality Control Program. Establish, direct and implement a review program for products, processes and services. Support the quality aspects of the Configuration Management and Internal Control programs.

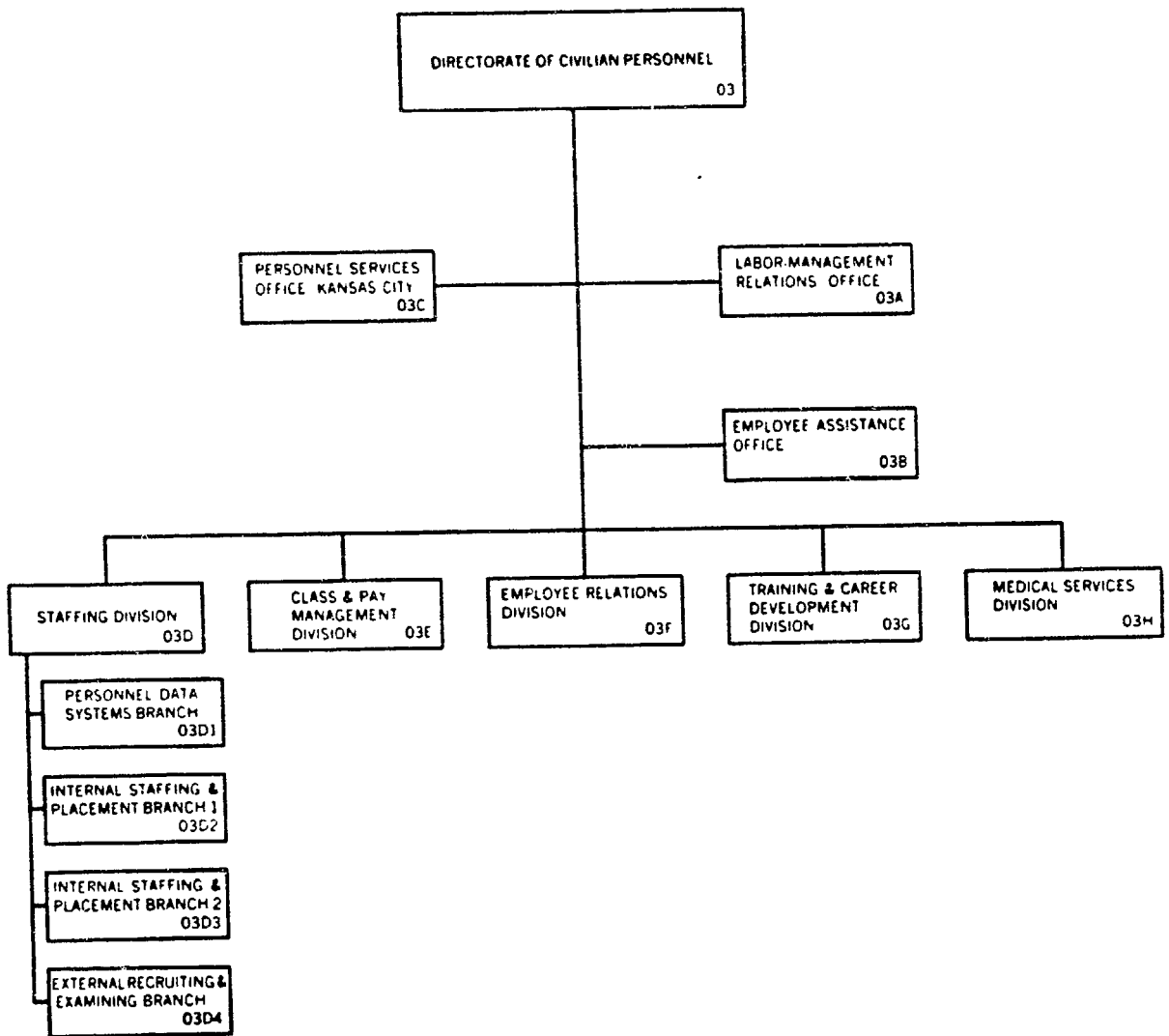
FUNCTIONS.

1. Serve as Center focal point for all activities directly related to the management of the AC Quality Program. These activities include development of policy, quality standards and requirements, measurement and reporting procedures, and assessment methods and techniques.
2. Provide technical guidance and staff supervision/coordination for Center activities relating to the quality of the Center's products both in-house and contract.
3. Provide Quality support to the Configuration Management program.
4. Develop and execute a comprehensive review program for the evaluation of quality control systems, production systems and processes, and the areas nominated from vulnerability assessments. In coordination with the Comptroller, perform, evaluate, rank and review vulnerability assessments performed in the production departments.
5. Develop an Annual Quality Action Plan and prepare and provide to management an Annual Accomplishment Report.
6. Recommend specific corrective actions as a result of analysis of quality cost reports and of reports from the Statistical Quality Control Program.
7. Serve as Center authority for all matters concerning the contract quality program to include identification of requirements and assessment of contractor compliance.
8. Participate in developing requirements for user quality surveys, receive all user defect reports, coordinate on their resolution, and analyze trends for management review.
9. Conduct, initiate and/or coordinate technical studies relating to quality.
10. Serve as Center liaison with HQ DMA, DMAHTC, other government agencies, and foreign governments on quality related issues.
11. Develop Center quality training program and coordinate worker participation and educational programs.

12. Coordinate Center activities necessary for successful planning and initiation of new quality tools, techniques, priorities and programs to include Software Quality Assurance and Statistical Quality Control.

13. Assess modern industrial quality practices for application to AC activities.





MISSION. Responsible for the development and conduct of a comprehensive personnel management program which includes the geographically separated personnel unit in Kansas City, Missouri.

FUNCTIONS.

1. Adapt DMA and Office of Personnel Management (OPM) policies and programs to the personnel management needs of the Aerospace Center.
2. Evaluate and assess the personnel management programs of the Aerospace Center.
3. Provide personnel management advice and guidance to the Component Director and line management.
4. Develop, conduct and maintain supervision over the functional areas of civilian personnel--classification and pay management; staffing; training and employee development; employee relations and services; labor-management relations; employee assistance; personnel records and reports; personnel data system and medical services.
5. Design and administer programs which increase the motivation, productivity, welfare and morale of the Aerospace Center civilian personnel.
6. Establish a productive working relationship with all employee representative groups. Provide counseling and advisory services to employees in helping them deal with their concerns.
7. Develop policies and procedures for the implementation and operation of labor-management relations program.
8. Administer the Personnel Data System - Civilian (PDS-C).

MISSION. Develop and administer labor-management relations program.

FUNCTIONS.

1. Develop policies and procedures consistent with law, government-wide regulations, and DoD and DMA policy for the implementation of labor-management relations within the Aerospace Center.
2. Keep management informed of obligations in dealing with bargaining unit employees.
3. Represent management in: third party proceedings before the Federal Labor Relations Authority (FLRA), the Federal Service Impasse Panel (FSTP), the Federal Mediation and Conciliation Service (FM&CS); arbitration hearings; and negotiations with unions.

03      DIRECTORATE OF CIVILIAN PERSONNEL

MISSION. Responsible for the development and conduct of a comprehensive personnel management program which includes the geographically separated personnel unit in Kansas City, Missouri.

FUNCTIONS.

1. Adapt DMA and Office of Personnel Management (OPM) policies and programs to the personnel management needs of the Aerospace Center.
2. Evaluate and assess the personnel management programs of the Aerospace Center.
3. Provide personnel management advice and guidance to the Component Director and line management.
4. Develop, conduct and maintain supervision over the functional areas of civilian personnel--classification and pay management; staffing; training and employee development; employee relations and services; labor-management relations; employee assistance; personnel records and reports; personnel data system and medical services.
5. Design and administer programs which increase the motivation, productivity, welfare and morale of the Aerospace Center civilian personnel.
6. Establish a productive working relationship with all employee representative groups. Provide counseling and advisory services to employees in helping them deal with their concerns.
7. Develop policies and procedures for the implementation and operation of labor-management relations program.
8. Administer the Personnel Data System - Civilian (PDS-C).

03A      LABOR-MANAGEMENT RELATIONS OFFICE

MISSION. Develop and administer labor-management relations program.

FUNCTIONS.

1. Develop policies and procedures consistent with law, government-wide regulations, and DoD and DMA policy for the implementation of labor-management relations within the Aerospace Center.
2. Keep management informed of obligations in dealing with bargaining unit employees.
3. Represent management in: third party proceedings before the Federal Labor Relations Authority (FLRA), the Federal Service Impasse Panel (FSTP), the Federal Mediation and Conciliation Service (FM&CS); arbitration hearings; and negotiations with unions.

4. Provide guidance and assistance in the interpretation and application of labor-management contracts. Serve as primary point of contact with unions.

5. Provide training for managers in the area of labor-management relations.

03B      EMPLOYEE ASSISTANCE OFFICE

MISSION. Develop, manage and administer the Employee Assistance Program.

FUNCTIONS.

1. Provide professional, confidential counseling to employees on personal problems (e.g., alcoholism, other drug dependence, psychological, emotional, financial, family and marital problems) which are contributing or may be contributing to existing inadequate job performance and/or conduct).

2. Provide consultation to managers and union representatives.

3. Conduct training courses to educate supervisors and non-supervisors on awareness of problems and operation and benefit of program.

4. Refer employees to sources of assistance and/or treatment within the Community.

5. Maintain liaison with local groups and/or Community Agencies concerned with these problems.

6. Monitor program effectiveness through statistical analysis.

03C      PERSONNEL SERVICES OFFICE - KANSAS CITY

MISSION. Provide on-site support of the Personnel Program at the Kansas City location.

FUNCTIONS.

1. With policy guidance from the Director of Civilian Personnel and the appropriate Divisions, develop and coordinate the implementation of such programs as recruitment, placement, training, upward mobility, incentive awards, employee counseling, processing of personnel actions, position and pay management, and employee relations.

2. Maintain appropriate records and prepare program reports.

03D      STAFFING DIVISION

MISSION. Administer staffing program and exercise administrative control of personnel actions requests.



## FUNCTIONS.

1. Develop staffing and recruitment programs.
2. Ensure personnel actions comply with legal, regulatory and procedural requirements.

### 03D1 PERSONNEL DATA SYSTEMS BRANCH

MISSION. Operate the Automated Personnel Data Base System and exercise administrative control of personnel action requests for compliance with legal, regulatory and procedural requirements.

## FUNCTIONS.

1. Control and maintain the automated Personnel Data System - Civilian (PDS-C). Maintain/update/validate automated personnel files and provide products required to support other personnel functional areas and management officials.
2. Maintain Official Personnel Folders and publications; prepare all required reports; prepare official documents to effect approval actions.
3. Manage Federal Employee Health Benefits and Federal Employee Group Life Insurance Programs.
4. Accomplish appointment processing of new employees.

### 03D2 INTERNAL STAFFING & PLACEMENT BRANCH 1

### 03D3 INTERNAL STAFFING & PLACEMENT BRANCH 2

MISSION. Develop and administer internal merit staffing program to meet manpower requirements.

FUNCTIONS. The functions of these two branches are identical as follows:

1. Administer employment and placement programs.
2. Develop and implement the Merit Staffing Program and other in-service placement programs.
3. Conduct reductions-in-force and transfers-of functions.
4. Administer DoD Program for Stability of Civilian Employment and DoD Career Management Programs.
5. Provide advice and assistance on employment, recruitment and placement matters.

03D4      External Recruiting & Examining Branch

MISSION. Develop and administer external recruitment activities.

FUNCTIONS.

1. Administer and manage a recruitment program, to include college relations activities.
2. Conduct competitive examining activities under authority delegated by the Office of Personnel Management.
3. Administer and develop policies and procedures for special interest recruitment and placement activities, i.e., Applicant Supply File (ASF), Veterans Readjustment File (VAF), FWS Direct-Hire, etc.) Coop Program, Federal Jr. Fellowship Program.
4. Provide advice and assistance on employment and recruitment matters.

03E      CLASSIFICATION AND PAY MANAGEMENT DIVISION

MISSION. Develop, implement and administer programs for position classification and pay management.

FUNCTIONS.

1. Classify positions in accordance with applicable Public Laws, Regulations, Classification Standards and Guides.
2. Conduct position classification surveys to ensure the adequacy and accuracy of job descriptions and proper evaluation of positions.
3. Conduct a continuing program of position management assistance, advise and instruct on position design.
4. Review positions to insure that positions are structured consistent with sound position management principles and grade evaluation standards.
5. Participate in Department of Defense area wage surveys for Federal Wage System occupations.
6. Structure positions to implement reorganizations and realignments of AC organizations/components.
7. Analyze, evaluate and make recommendations to DMA and OPM on position classification and job grading appeals.
8. Determine the exempt or non-exempt status of all positions from the overtime provisions of the Fair Labor Standards Act.
9. Establish competitive levels for all positions for reduction-in-force purposes.

10. Determine entitlement to Environmental Differential for Federal Wage System positions.

11. Determine inclusion or exclusion of positions under the Merit Pay System.

### 03F      EMPLOYEE RELATIONS DIVISION

MISSION. Develop and implement an employee-management relation program.

#### FUNCTIONS.

1. Develop policies and procedures for the implementation of an employee relations program.
2. Develop policies and administer suggestion, recognition and incentive awards programs. Develop policies/guidance and administer the performance evaluation and merit pay programs.
3. Develop policies and provide advice and guidance on pay and leave administration, political activities and employee conduct.
4. Maintain awareness and provide management advice on the relationship between employee relations and labor relations matters.
5. Conduct internal management evaluations and employee surveys in accordance with DMAM 1400.1.
6. Develop policies and plans for discipline and adverse actions. Provide advice and guidance on individual disciplinary cases. Evaluate supervisory-employee practices.
7. Develop policies and procedures on grievance and appeals. Provide advice and guidance on individual cases. Assist CO in case preparation.
8. Arrange for Fitness-For-Duty Examinations.
9. Conduct training for supervisors regarding their employee relations responsibilities.
10. Administer the Injury Compensation Program.
11. Provide pre- and post-retirement counseling and assistance. Conduct employee orientation and exit interviews.
12. Provide guidance/assistance to managers and employees concerning problems which interfere with job performance or conduct.

### 03G      TRAINING AND CAREER DEVELOPMENT DIVISION

MISSION. Provide advisory and staff assistance in all phases of the civilian training, and development program, identify employee training and development needs, and ensure prerequisite and regulatory requirements are satisfied, and schedule employees for training.

## FUNCTIONS.

1. Determine the training and career development needs of civilian personnel.
2. Administer all aspects of a variety of training and career development programs.
3. Evaluate effectiveness of employee training and career development activities.
4. Provide educational and career counseling for employees.
5. Provide advice and assistance to managers to assist them in the development of their personnel.
6. Manage all documentation, budgeting, and reporting relating to the civilian training program.
7. Implement DMA, DoD and OPM policy and the provisions of Chapter 41 of Title 5, U.S. Code.
8. Advise management on annual determination of training needs and develop annual training plan and budget.
9. Advise the ERMO, ERB and Training Review Board and provide guidance to the Training Committee.
10. Arrange and schedule training courses.
11. Design, develop and conduct training courses.
12. Monitor employees in special developmental programs, i.e., VRA and Upward Mobility.

## 03H      MEDICAL SERVICES DIVISION

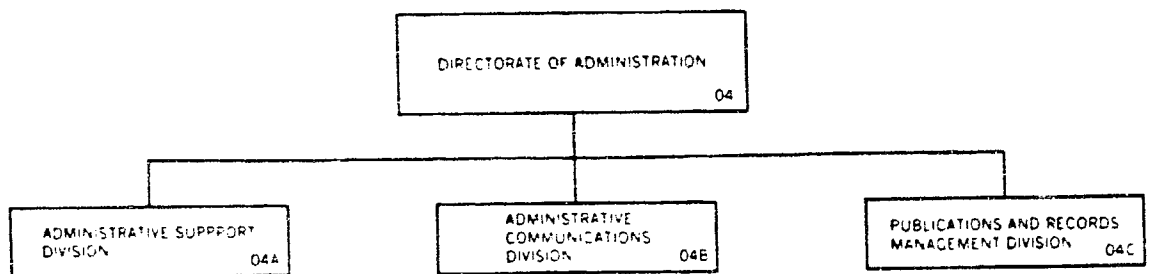
MISSION. Provide employees, military personnel, and visitors with first aid treatment and out-patient care for on-the-job injuries and illnesses; and conduct preventive health programs.

## FUNCTIONS.

1. Conduct pre- and post-employment physicals, provide care for on-the-job emergency injuries and non-occupational illnesses, including acute and chronic; administer various injections prescribed by private physicians, and maintain pertinent records.
2. Provide preventive health programs by conducting ongoing screening in hypertension, diabetes, glaucoma, etc., and by conducting periodic first aid and CPR training of designated employee monitors.
3. Counsel and inform personnel on health problems relevant to on-the-job fitness as well as personal family health matters.



4. Monitor participation in the Red Cross Blood Program.
5. Administer Air Force and World Health Immunizations for all overseas assignments to military and civilians.
6. Conduct inspections, e.g., disaster preparedness medical supplies; and sanitation practices and standards.
7. Maintain liaison with federal and local health agencies on matters concerning injuries or health of employees.
8. Conduct and monitor Vision Screening/Testing programs for all cartographers.



MISSION. Coordinate and implement efficient and economic administrative programs, systems and support services in accordance with management objectives and policies. Develop the plans and necessary procedures relating to military personnel operations.

FUNCTIONS.

1. Provide the centralized management of administrative functions for the agency. Direct and implement policies governing administrative systems, resources, facilities, functions and services applicable to the functions of the following divisions:
  - a. Administrative Support Division.
  - b. Administrative Communications Division.
  - c. Publications and Records Management Division.
2. Serve as Headquarters Squadron Section Commander.
3. Prepare, coordinate and issue administrative bulletins, order and maintain the staff duty officer activities book.
4. Serve as the point of contact and provide program orientation and management for the Privacy Program.
5. Manage terminology standardization and abbreviation control for the Center.
6. Coordinate, on behalf of AC, with HQ DMA on Committee Management, to assure that this function is current.
7. Provide administrative consulting service to agency staff to advise of most efficient administrative procedures/systems for specific staff applications.
8. Provide centralized management and scheduling of AC Conference Room.
9. Support Center HOTLINE and Inspector General Program.

04A      ADMINISTRATIVE SUPPORT DIVISION

MISSION. Provide administrative support systems management. Prescribe policy and procedures governing management of work processing, administrative systems, and management of copying equipment and services. Provide military personnel management support and services.

FUNCTIONS.

1. Manage the Administrative Support Division.

2. Conduct studies, inquiries and surveys relating to the operation of the Administrative Support Systems and Administrative Communications Division, and prepare follow-on management information reports.

3. Provide advisory service on administrative matters.

4. Establish procedures for development and maintenance of records, suspenses, information security and control, and the information and communications systems of the activity.

5. Develop training schedules and requirements to implement policies and procedures for administrative systems functions, and communications activities.

6. Manage copying equipment and provide copy support and service to the Center.

7. Recommend and coordinate information resource management/office automation with appropriate directorates for implementation, and provide support and services, as required, that will increase productivity of professional and clerical personnel.

8. Provide military personnel management and services, headquarters squadron support services, protocol management and support, monitor recreation services activities, and manage special projects as assigned.

9. Monitor all efficiency and fitness reports.

10. Provide appropriate military career and education program information.

11. Develop and manage military orientation programs.

12. Provide and coordinate administrative training to clerical and secretarial personnel assigned throughout the Center to ensure most efficient administrative support.

13. Provide training on electronic typing equipment.

14. Administer and implement the Center's Correspondence Management Program.

15. Implement administrative communication services and telecopier support.

16. Approve the printing of administrative type publications.

17. Review and approve/disapprove the printing of administrative type publication of forms, newsletters, bulletins, policy letters, etc.

#### 04B      ADMINISTRATIVE COMMUNICATIONS DIVISION

MISSION. Manage the Mail Room and provide intra-agency communications and messenger service.



## FUNCTIONS.

1. Provide daily pickup and delivery messenger service.
2. Operate the Mobile Distribution Service (MDS).
3. Provide for parcel post shipments for movement via military channels and U.S. Postal Service.
4. Provide military postal service center for assigned military personnel.
5. Act as point of contact between the Center and the United States (U.S.) Postal Service and other delivery services.

## 04C PUBLICATIONS AND RECORDS MANAGEMENT DIVISION

MISSION. Manage the documentation, publication and forms programs.

## FUNCTIONS.

1. Develop and implement policies and procedures for the most efficient management of records, forms, reports, publications, and the vital records program.
2. Review, evaluate and make recommendations concerning microfilm and other records systems and projects; manage and control Center needs.
3. Analyze and monitor requirements for creation, retention, preservation and disposition of records (includes machine-readable records), and direct training courses for custodians and coordinators. Evaluate and make recommendations concerning systems of records and records storage facilities.
4. Conduct surveys to ensure proper maintenance of records (i.e., identification, timely purging, retirement of records, etc.).
5. Direct, implement, administer and monitor procedures concerning retiring records to the National Record Centers.
6. Establish retrieval procedures for retired AC documents.
7. Direct and operate the Records Holding Areas and Engineering Data Service Center.
8. Initiate and/or update record system notice submissions to HQ DMA for publication in the Federal Register and provide guidance relative to the Privacy Program to Center personnel.
9. Conduct or participate in studies to determine automated records management requirements. Evaluate proposals for establishing automated record systems and equipment. Monitor and provide assistance for the development and implementation of automated records management projects to enhance efficiency and effectiveness of records management.

10. Process requests for acquisition or turn-in of filing equipment including document storage and retrieval systems.

11. Review and publish office symbols for Center organizational elements.

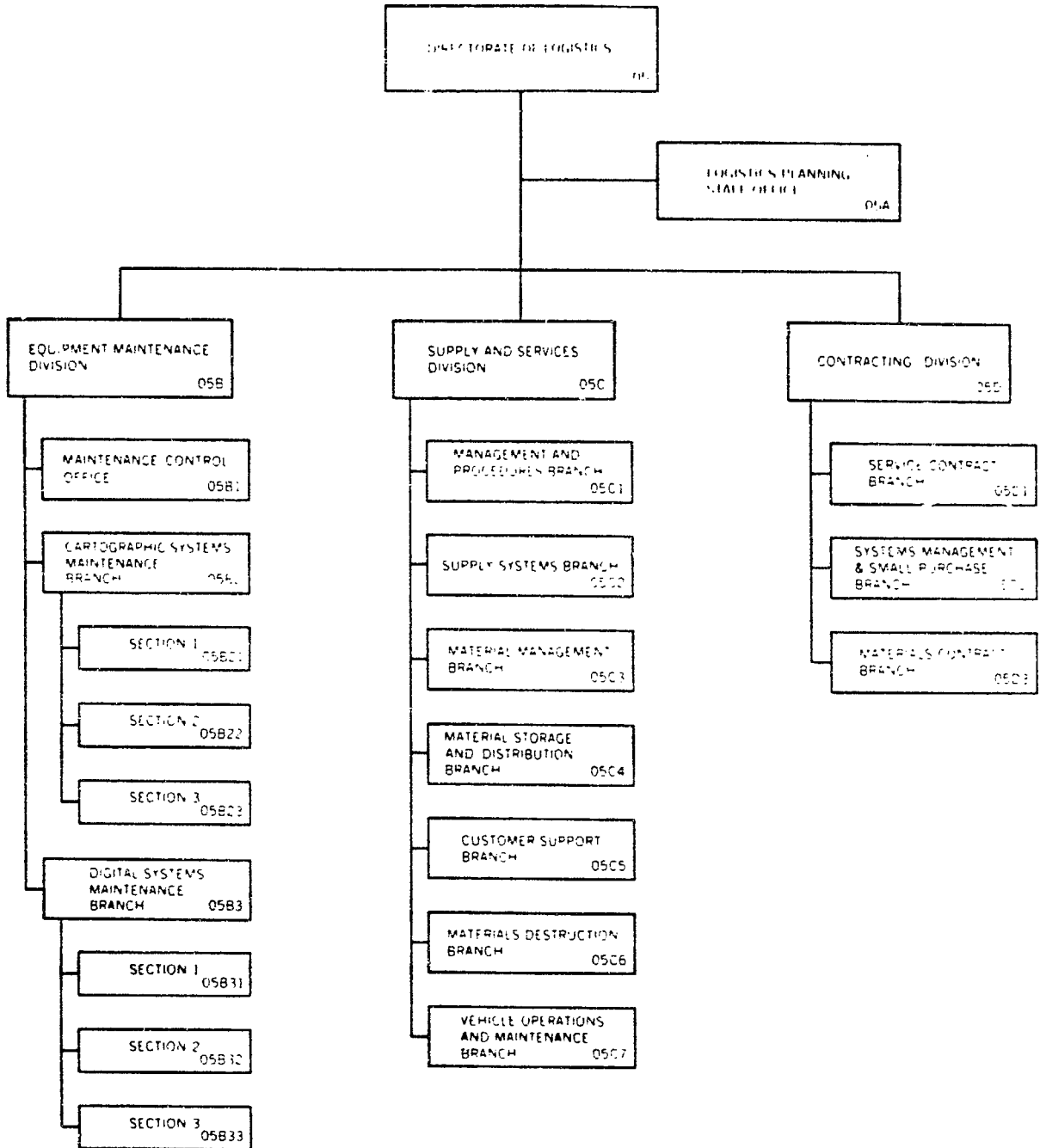
12. Review and approve/disapprove the printing of forms.

13. Establish requirements for specialty forms (computer forms, tab cards), and other items for field printing budget; determine essentiality, authorize procurement and certify acceptability of these items. Responsible for designing, developing and contracting for or procuring all forms.

14. Responsible for all facets of publication supply and distribution of administrative type publications.

15. Manage and control all programs relative to blank forms supply, distribution and warehousing.

16. Provide guidance and editorial services applicable to the Center's administrative publications.



MISSION. Establish objectives, determine policies and develop plans for Logistics Support at the AC. Assure that production functions have equipment and material resources, contractual support, maintenance services; vehicle support and material destruction/disposal services at the times and places required. Assure the proper integration of Logistics support requirements into the Program Objectives Memorandum (POM) each year.

FUNCTIONS.

1. Guide and direct the accomplishment of logistics programs designed to support established plans, programs and operations.

2. Manage Support Agreements.

3. Manage Center Equipment Management Office (CEMO) function to include coordination and initiation of acquisition actions for all Investment Procurement Equipment and initiation of equipment account verifications.

05A      LOGISTICS PLANNING STAFF OFFICE

MISSION. Provide logistics/equipment planning and technical assistance.

FUNCTIONS.

1. Provide equipment planning assistance to ADP, JCP, EAID and expense equipment that requires Logistics Maintenance support and provide technical assistance to other AC elements in the acquisition and installation of new equipment.

2. Serve as the Logistics Planning Project Officer for projects assigned.

3. Review and provide technical assistance on specifications, AF 60lb's, RFPs, RFQs, etc., for feasibility, completeness and logistics requirements.

4. Provide technical assistance for common buy items and for research/development items for equipment acquisition.

5. Provide facility requirements and review equipment facility work request for equipment installation.

6. Design, review and determine feasibility of equipment modifications.

7. Serve as Contract Technical Representative (COTR) and as technical and cost team members in the acquisition of new equipment.

8. Determine maintenance requirements, develop diagnostic test procedures and job standards.

9. Manage equipment configuration and corrosion control programs.
10. Provide the AC Acquisition Plan to DMA/Hqs and monitor status.
11. Compile and provide to DMA/Hqs the competitive versus non-competitive acquisition plan and monitor status.
12. Monitor and coordinate with FE on equipment components and deliverables for FE contracts.

05B      EQUIPMENT MAINTENANCE DIVISION

MISSION.    Provide and manage maintenance service for production, mission related, and base operations and maintenance equipment.

FUNCTIONS.

Manage maintenance of all equipment with exception of real property installed equipment and vehicles.

05B1      MAINTENANCE CONTROL OFFICE

FUNCTIONS.

1. Manage Maintenance Information System.
2. Manage Contract Maintenance Program.
3. Manage equipment installation service.
4. Plan, schedule, and control all maintenance services.
5. Provide maintenance data and associated cost information to authorized requesting activities.
6. Plan, implement, and monitor the training activity of the Equipment Maintenance Division.
7. Assure availability of maintenance materials; including tools, test equipment and parts.
8. Schedule and control the Precision Measurement Equipment Calibration Certification Program.
9. Monitor the Repair Cycle Items (RPC) Program.
10. Administer contract maintenance program.
11. Administer the Quality Control Program.

05B2      CARTOGRAPHIC SYSTEMS MAINTENANCE BRANCH

FUNCTIONS.

1. Maintains systems/equipment assigned to the following AC organizations: AD, GD, CM, PP, D, DA, OC, CC, PA, and SO. Items of work include the repair and maintenance of electronic systems, peripheral equipment, optical/mechanical devices, and photographic equipment. Equipment maintained by OC is excluded.

2. Provides bench-type electronics support to all electronics maintenance sections. Support provided includes general component/subassembly checkout and repair, support of the Repair Cycle (RPC), Asset Program, and circuit board/card repair.

05B21      SECTION 1

FUNCTIONS.

Provide maintenance services for Geopositional Department (GD) equipment.

05B22      SECTION 2

FUNCTIONS.

Provide maintenance services for Geopositional Department (GD) equipment.

05B23      SECTION 3

FUNCTIONS.

Provide maintenance services for Geopositional Department (GD) and Aeronautical Information Department (AD) equipment.

05B3      DIGITAL SYSTEMS MAINTENANCE BRANCH

FUNCTIONS.

1. Maintains systems/equipment assigned to the following AC organizations: CD, SD, GA, LO, FE, CO, PO, PR, EO, and ST. Items of work include the repair and maintenance of electronic systems, peripheral equipment, optical/mechanical devices, and photographic and lithographic equipment.

2. Provides machine shop service to all electronics maintenance sections. Fabricates parts and fixtures and modifies mechanical components to meet new and unusual requirements.

3. Provides locksmith service to the entire Center for all equipment except as part of real property.

05B31    SECTION 1

FUNCTIONS.

Provide maintenance services for Aerospace Cartography Department (CD) and Scientific Data Department (SD) equipment.

05B32    SECTION 2

FUNCTIONS.

Provide maintenance services for Aerospace Cartography Department (CD) and Scientific Data Department (SD) equipment.

05B33    SECTION 3

FUNCTIONS.

Provide maintenance services for Graphic Arts Department (GA) and Scientific Data Department (SD) equipment.

05C        SUPPLY AND SERVICES DIVISION

MISSION. Manage the operation of the Supply/Services Division complex in accordance with the procedures outlined in DMA Instructions, AFM 67-1, and DMAAC Directives. Direct all supply/equipment management activities for DMAAC and tenants, provide supply support to DMAIAGS as outlined in DMAINST 4000.3 and to the Kansas City Field Office as outlined in DMAINST 4140.1. Provide a variety of services which include operation and maintenance of vehicles/material handling equipment, relocation/movement of organizational property, silver recovery, solid waste management and the operation of special destruction equipment.

FUNCTIONS.

1. Maintain accountability for required equipment and supplies necessary for Center operations.
2. Primary stock fund manager for the General and Systems Support Divisions of the stock fund.
3. Provide technical assistance and guidance to supported activities to include IAGS.
4. Develop and maintain Center Supply Systems and all general supply support programs.
5. Exercise management control over the solid waste, silver recovery, and special destruction programs.
6. Exercise management control over the vehicle operations and maintenance programs.

05C1      MANAGEMENT AND PROCEDURES BRANCH

FUNCTIONS.

1. Training - Provide customer/custodian and internal training which effects customer/supply interface.

2. Funds Manager - Develop stock fund operating programs, analyze supply reports and financial data and compile historical data for trend analyses of stock fund operations.

3. Procedure and Standardization - Perform semi-annual surveillance inspections on all supply activities. Develop, coordinate and submit for publication the necessary supplemental directives to AFM 67-1. Advise supported activities of changes to the Standard Base Supply System.

4. Interpret data to determine effectiveness of supply support.

05C2      SUPPLY SYSTEMS BRANCH

FUNCTIONS.

1. Programs - Write 1050II programs for DMA and AC required reports.

2. Operate the DCT 2000 and related peripheral equipment.

3. Control and distribute supply documents including computer output.

4. Maintain support records, stock list data, catalogs/technical data and other records and publications.

5. Inventory - Conduct all cycle and special inventories.

6. Document Control - Maintain all fileable documents to support supply transactions.

05C3      MATERIAL MANAGEMENT BRANCH

FUNCTIONS.

1. Provide support for all supply and equipment items.

2. Requirements Unit - Monitor, review, and coordinate the activities as directed by procedural directives.

3. Requisitioning Unit - Order supplies and equipment items in support of the Center. Perform duties incident to effective interface with the Contracting Division. Review and prepare for distribution applicable portions of SBSS management products to the appropriate organizations for timely completion of due-out validation, modification, and/or cancellation.



05C4 MATERIAL STORAGE AND DISTRIBUTION BRANCH

FUNCTIONS.

1. Receive material for storage and issue.
2. Inspect all materials received, turned in, in storage for age control, shelf life, etc.
3. Provide in-house storage and issue of supplies and equipment.
4. Provide for pickup and delivery of supplies and equipment and transfers of excesses to DPDO.

05C5 CUSTOMER SUPPORT BRANCH

FUNCTIONS.

1. Receive and resolve all customer complaints associated with supply/equipment support.
2. Identify major trends or recurring problems to the proper activity. Follow-up to ensure that corrective action is taken.
3. Appoint an individual to function as Customer Liaison Officer. Publicize the CLO function as primary contact for supply related problems or complaints.
4. Operate a Demand Processing Unit as a single point of contact for submission of all requests for supplies.
5. Operate a Base Service Store to permit over-the-counter purchase of office supplies and other low cost items.
6. Maintain a stock of critical maintenance spares to preclude excessive downtime of production equipment.
7. Provide Bench Stock support to production and maintenance personnel.
8. Perform customer assistance visits as directed by the Chief of Supply.
9. Perform research and cataloging functions for all items required at this Center.
10. Serve as the Center equipment management office in fulfilling DMA requirements relative to equipment management.

05C6 MATERIALS DESTRUCTION BRANCH

FUNCTIONS.

1. Receive classified material for destruction.

2. Operate special destruction equipment.
3. Perform silver recovery activities.
4. Perform solid waste management activities.

05C7      VEHICLE OPERATIONS AND MAINTENANCE BRANCH

FUNCTIONS.

1. Provide motor vehicle service.
2. Perform maintenance inspections and repair of assigned motor vehicles, materials handling, and ground equipment.
3. Operate radio dispatch motor vehicle fleet in support of Center requirements.
4. Perform relocation/movement of organizational property.

05D      CONTRACTING DIVISION

MISSION. Provide acquisition/contracting support.

FUNCTIONS.

1. Manage the Center's acquisition and contracting program.
2. Approve all contractual actions within delegated limits.
3. Administer the Small Business Program.
4. Develop acquisition policy and procedures for the Center in accordance with the Federal Acquisition Regulation (FAR), DoD and DMA FAR Supplement, Defense Acquisition Regulation (DAR) and the DMA DAR Supplement; interpret acquisition directives and issue necessary implementing instructions; furnish staff supervision over all Center acquisition activity.
5. Accomplish current and advance acquisition planning in support of the Center's mission.
6. Perform cost/price analysis of bids and proposals as required by pertinent regulations and furnish professional assistance and staff surveillance to other elements of the Center in the development of pre-contract cost estimates.
7. Exercise delegated acquisition authority by the Director AC.

05D1      SERVICE CONTRACT BRANCH

FUNCTIONS.

1. Accomplish current and advance acquisition planning for MC&G, constructions and other services in support of the Center's mission.

2. Accomplish cost and price analyses; determine reasonableness of price, and determine proposed Contractor's competence to perform under contract.

3. Accomplish the acquisition of assigned requirements, through analysis of acquisition packages, determination of appropriate purchase method, solicitation, evaluation and award in accordance with applicable statutes, regulations and directives.

4. Provide acquisition status information as required.

5. Administer as required all contracts. Perform Administrative Contracting Officer (ACO) and Termination Contracting Officer (TCO) duties and responsibilities as specified in FAR/DAR.

6. Monitor quality control, progress payments, contract changes, etc. until contract is completed.

7. Administer and account for all government property furnished or generated during contract performance.

8. Negotiate and effect settlement of claims and disputes.

9. Conduct all contract termination activities.

10. Provide acquisition status information as required.

11. Close out completed contracts.

12. Establish, maintain and retire in accordance with prescribed records management procedures all official contract files.

13. Provide purchase inputs to CIAPS and utilize CIAPS-prepared documentation in accomplishment of assigned acquisitions.

#### 05D2      SYSTEMS MANAGEMENT & SMALL PURCHASE BRANCH

##### FUNCTIONS.

1. Receive, control and process incoming purchase requests/demands.

2. Account for and control all CIAPS-related documents, products and functions as the procurement data base manager.

3. Prepare CIAPS input data.

4. Assemble daily and monthly data decks for system input.

5. Provide policy, training and procedural guidance related to CIAPS.

6. Maintain controls on block funding, if used.

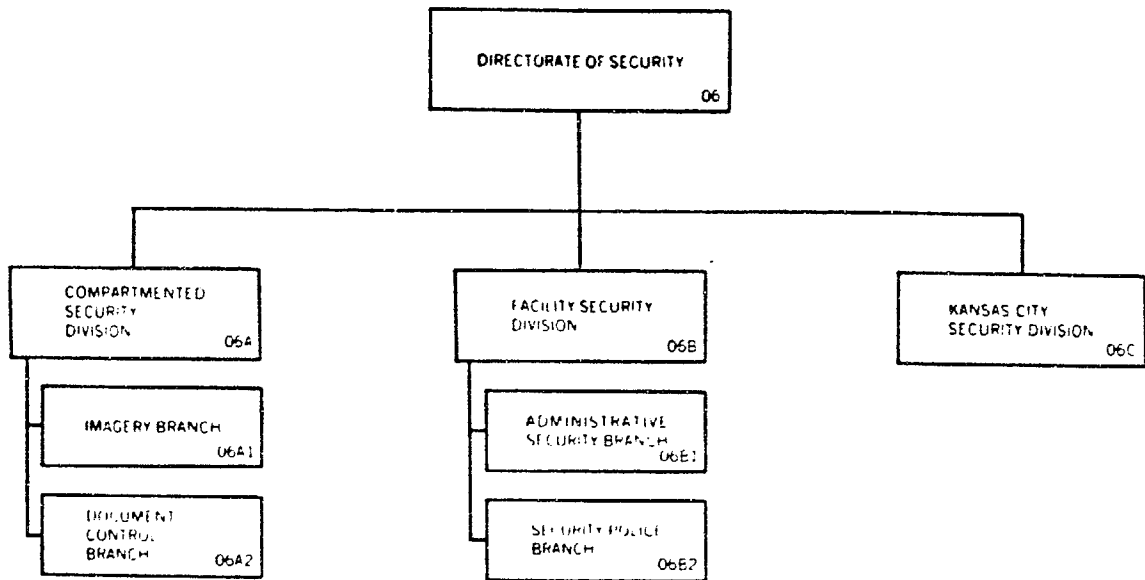
7. Operate the Center's Imprest Fund.
8. Prepare and distribute contractual documents.
9. Maintain liaison with systems design center and provide membership on and input to the AFSDC CIAPS advisory group.
10. Effect solicitation and award of assigned acquisition items.
11. Accomplish current and advance acquisition planning for supplies and equipment in support of the Center's mission.
12. Accomplish cost and price analysis; determine reasonableness of price, and determine proposed Contractor's competence to perform under contract.
13. Accomplish the acquisition of assigned requirements, through analysis of purchase requests, determination of appropriate purchase method, solicitation, evaluation and award in accordance with applicable statutes, regulations and directives.
14. Provide acquisition status information as required.
15. Provide purchase inputs to CIAPS and utilize CIAPS-prepared documentation in accomplishment of assigned acquisitions.

05D3     MATERIALS CONTRACT BRANCH

FUNCTIONS.

1. Accomplish current and advance acquisition planning for MC&G, ADP equipment and related supplies and equipment in support of the Center's mission.
2. Accomplish cost and price analyses; determine reasonableness of price, and determine proposed Contractor's competence to perform under contract.
3. Accomplish the acquisition of assigned requirements, through analysis of acquisition packages, determination of appropriate purchase method, solicitation, evaluation and award in accordance with applicable statutes, regulations and directives.
4. Provide acquisition status information as required.
5. Administer as required all contracts. Perform Administrative Contracting Officer (ACO) and Termination Contracting Officer (TCO) duties and responsibilities as specified in FAR/DAR.
6. Monitor quality control, progress payments contract changes, etc. until contract is completed.
7. Administer and account for all government property furnished or generated during contract performance.

8. Negotiate and effect settlement of claims and disputes.
9. Conduct all contract termination activities.
10. Provide acquisition status information as required.
11. Close out completed contracts.
12. Establish, maintain and retire in accordance with prescribed records management procedures all official contract files.
13. Provide purchase inputs to CIAPS and utilize CIAPS-prepared documentation in accomplishment of assigned acquisitions.



06      DIRECTORATE OF SECURITY

MISSION.    Manage the Center security program. Establish information security program. Perform Center responsibilities of the SSO/TCO/BCO, advise on matters relating to physical and personnel security and protection of collaterally classified and sensitive compartmented information. Establish physical and personnel security policies.

06A      COMPARTMENTED SECURITY DIVISION

MISSION.    Establish and implement procedures to provide control and accountability over the production, receipt, storage and dissemination of all SCI material. Perform SSO/TCO/BCO functions as outlined by DCI, DoD and DIA. Provide technical security functions.

FUNCTIONS.

1. Formulate Center Policy and provide guidance concerning ADP Security and Telecommunications Requirements.
2. Formulate Center Policy and provide guidance concerning TEMPEST.
3. Administer the foreign disclosure program for release of this Center's classified products or information to foreign governments or international organizations.
4. Formulate Center Policy and provide guidance for Classification Management.
5. Coordinate SCI courier services.
6. Indoctrinate and debrief personnel requiring SCI.

06A1      IMAGERY BRANCH

MISSION.    Manage resources to provide secure methods of handling classified film products.

FUNCTIONS.

1. Manage SCI film library facilities.
2. Quality control SCI classification procedures on products produced by photo lab.
3. Provide SSO representation on evenings and holiday shifts.
4. Provide escort services as required.

06A2      DOCUMENT CONTROL BRANCH

MISSION.    Manage resources to provide secure methods of handling classified SCI documents and coordinate SCI courier services.

## FUNCTIONS.

1. Provide SCI document library services.
2. Maintain Center SCI control register.
3. Prepare SCI materials for dispatch.
4. Provide SCI courier services.
5. Indoctrinate and debrief personnel requiring SCI special project accesses.
6. Receive and pass clearances and SCI accesses as required.
7. Provide escort services as required.
8. Monitor transport and destruction of all classified materials.

## 06B      FACILITY SECURITY DIVISION

MISSION. Establish and implement policies and procedures to ensure a physically secure environment and secure facilities for the Center's SCI and Collateral projects. Ensure that security of programs are in compliance with the latest National, DoD, DIA and DMA physical security instructions. Formulate and manage the information security programs.

## FUNCTIONS.

1. Coordinate the installation, maintenance and monitoring of the Intrusion Detection and Surveillance Systems to provide a reliable and effective penetration deterrent.
2. Conduct physical security inspections, and monitor deficiency correction action and adequacy.
3. Prepares SCIF accreditation packages for submission to higher HQ.
4. Provides guidance for construction and use of Security containers.
5. Provide guidance and authorization for construction or modification of secure facilities.

## 06B1      ADMINISTRATIVE SECURITY BRANCH

MISSION. Formulate and manage the information and personnel security programs. Administer the security clearance and SCI access authorization program.

## FUNCTIONS.

1. Prescribe and monitor compliance with policies and procedures to assure the protection of classified information and to insure a balanced and effective security program at the Center.



2. Administer the industrial security program providing guidance and assuring compliance with the requirements of DoD Industrial Security Regulation; provide liaison with Defense Investigative Service (DIS) cognizant security office.

3. Administer the security education program including the security motivation/education program and the unit security monitor.

4. Perform duties and administration of the top secret control program; provide top secret and alternate top secret control officers.

5. Maintain cognizance of counter-intelligence aspects relating to the varied categories of security.

6. Conduct administrative security inspections and investigations to insure collateral and SCI compliance with DoD 5200.1-R Information Security Program Regulation.

7. Maintain liaison with Defense Investigative Services, federal, state and local law enforcement agencies.

8. Maintain safe combinations IAW applicable directives.

9. Administer the security clearance and SCI access authorization program.

#### G6B2 SECURITY POLICE BRANCH

MISSION. Provide law enforcement and security police service for protection of personnel, facilities and resources.

#### FUNCTIONS.

1. Coordinate and control entry into and circulation within the installation.

2. Constantly monitor the Intrusion Detection and Surveillance Systems and provide appropriate security response.

3. Conduct patrols, searches and inspections necessary to safeguard classified material and government resources.

4. Operate personnel and vehicle registration and on base parking systems.

5. Provide traffic control and accident investigation, as required within the installations.

6. Maintain liaison with Defense Investigative Service, federal, state and local law enforcement agencies.

7. Provide visitor control services.

8. Issue and control all identification media; serve the local area as an identification media-issuing activity for military personnel, active duty and retired.

06C      KANSAS CITY SECURITY DIVISION

MISSION. Perform the responsibilities of the SSO/TCO/BCO and Security Officer in support of Aerospace Cartography Department, Kansas City Office.

FUNCTIONS.

1. Implement Center security policies and procedures within Kansas City Field Office, and develop supplemental instructions as required.

2. Manage the receipt, storage, dissemination, destruction and dispatch of classified materials.

3. Maintain Field Office SCI control register.

4. Designate authorized SCI couriers and provide SCI courier services.

5. Manage SCI library facilities.

6. Conduct security related inspections, investigations and security training.

7. Manage Field Office SCI billet structure. Provide indoctrinations and debriefs as required.

8. Authorize, coordinate, control, and escort uncleared personnel authorized temporary access into security areas.

9. Provide guidance and authorization for construction or modification of the facility.

10. Manage and direct the collateral security program.

11. Establish and manage the Field Office Guard Force.

12. Manage and operate Field Office Secure Communications activities.

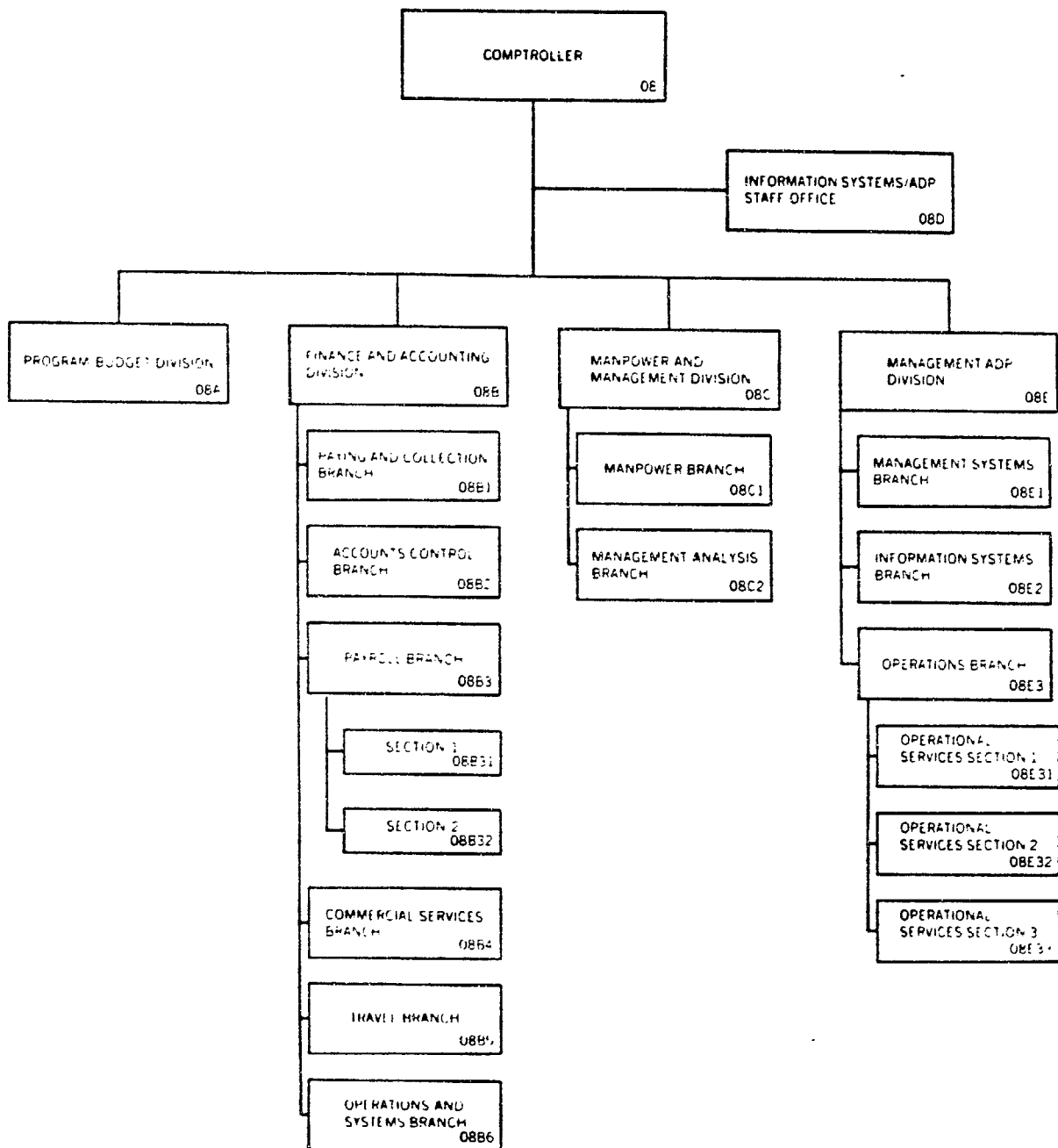
13. Provide guidance and insure compliance with TEMPEST specifications.

14. Provide ADP security policies and procedures.

MISSION. Provide the program management for the Center Equal Employment Opportunity (EEO) Program.

FUNCTIONS.

1. Plan and administer the Center EEO and Affirmative Action Program including the Federal Women's Program and Hispanic Employment Program.
2. Update the Affirmative Action Multiyear Program Plan for the Center and provide an Annual Accomplishment Report.
3. Maintain data on minority and women employees; analyze the data for corrective action during the update of the Affirmative Action Multiyear Program Plan.
4. Participate in the personnel management program to ensure that EEO is given full consideration in the development of personnel policies and procedures.
5. Develop cultural/educational programs to improve employees' understanding and appreciation of the various ethnic background.
6. Review and coordinate the Affirmative Action Plans of its field offices, and consolidate with the Center Plan.
7. Provide a cadre of trained EEO Counselors to employees.
8. Process complaints of discrimination and coordinate with HQ DMA (POE).
9. Act as a point of contact and participate in activities of minority and women organizations.
10. Advise Center managers on EEO related problems.
11. Develop proposed recommendations for resolving problems related to EEO.
12. Assist in the development and implementation of the Center's procedures for the recruitment of minorities and women.



MISSION. Exercise authority and responsibility for planning, organizing, directing, and coordinating an integrated staff services program containing a variety of functions in the areas of financial management, programming, budgeting, manpower and organization, management analysis, and data automation.

FUNCTIONS.

1. Advise the Director and act as Staff Coordinator on all Center financial management matters concerned with budgeting, programming, and appropriated fund accounting and reporting.
2. Design, establish and maintain an integrated financial management system that is compatible with the needs of the Center and consistent with regulatory and legal requirements.
3. Determine financial resources and coordinate requests for funds necessary to accomplish the Center mission through proper funding channels.
4. Prepare and publish the Center Program and Budget Guidelines and Directives, Annual Budget, Apportionment Documents and the Center portion of the Five Year Defense Program (FYDP).
5. Prepare the Center budget and provide guidance and assistance to the Director in presenting the budget to DMA.
6. Provide for the design and installation of Resources Management Systems throughout the Center.
7. Provide financial data to assist appropriate personnel in management of resources.
8. Advise the Director on all matters concerned with data automation. Serves as the Center Senior ADP Policy Official, as the focal point for ADP policy, and for administration and management of the Center Data Automation Program.
9. Exercise approval authority for the selection and acquisition of ADP resources in accordance with the provisions of DoD Directive 5100.40 and reutilization of ADPE under DoD Directive 4160.19.
10. Direct the Manpower and Management Analysis Program.

MISSION. Budget, justify, and acquire the financial resources; establish budgetary principles, policies, systems and procedures covering all budget formulation, management and execution processes; allocate budget authority; maintain continuous performance surveillance; guide/assist in the conduct of program reviews.

## FUNCTIONS.

1. Compile budget estimates and assist in establishing, presenting, and justifying these estimates. Insure a comprehensive and balanced financial management program; participate in the development, preparation and validation of inputs of all other program documentation levied.
2. Make budget analyses, indicate resource trends for current and future fiscal periods; analyze and evaluate current program projections for balance, phasing, and feasibility in relation to known and anticipated availability of allocated resources; obtain and allocate the financial resources to implement the budget.
3. Serve as the focal point for response to all budget and related requirements, fiscal guidance, issue papers, etc., serve as office of primary responsibility (OPR) for the official list of program element codes, titles and definitions authorized; initiate requests for changes.
4. Participate in the implementation and supervision of internal resources accountability system; implement the annual program/budget schedule reflecting the more significant actions/events to the Department of Defense Planning, Programming, Budgeting Systems.
5. Review and disseminate guidance on the Five Year Defense Program (FYDP) for correlation with the manpower program and other resources programs represented in the Budget; initiate action for necessary reconciliation.
6. Serve as advisor and Executive Secretary of the Budget Advisory Committee and as Chairman of the Budget Review Group.

## 08B      FINANCE AND ACCOUNTING DIVISION

MISSION. Maintain staff supervision over the Center financial activities; develop, control and maintain an integrated accounting system; provide financial staff services and technical advice as required throughout the Center on all aspects of finance and accounting operations. Maintain the central civilian payroll operation.

## 08B1     PAYING AND COLLECTION BRANCH

### FUNCTIONS.

1. Maintain accountability records; reconcile account balances with supporting transactions and related control records; prepare, certify and distribute accountability reports to Air Force Accounting and Finance Center (AFAFC) and other Government agencies.
2. Validate and effect cash and check payments and collection of accounts, issue U.S. Savings Bonds.
3. Provide facilities for safekeeping of negotiable instruments, public funds, blank checks, savings bonds and signature plates;

requisition and maintain custody of blank stock of U.S. Treasury checks and U.S. Savings Bonds.

08B2      ACCOUNTS CONTROL BRANCH

FUNCTIONS.

1. Establish, maintain and conduct accounting operations under an account structure responsive to the accounting and reporting requirements of DMA.

2. Maintain an integrated accounting system to insure preparation of funds management reports, ledgers, and other records to reflect the status of funds.

3. Reconcile general ledger accounts with control and subsidiary records, and exercise final administrative control over all appropriated funds.

4. Maintain an accounting system to insure the preparation of reports, ledgers and other records to reflect the financial status of the non-appropriated fund activities. Also performs a continuous review of the practices and operations of the non-appropriated fund activities for compliance to existing regulations and directives.

5. Monitor the quality assurance program to control the accounting activities and technical consistency.

08B3      PAYROLL BRANCH

FUNCTIONS.

1. Maintain the DMA centralized payroll system for approximately 9,000 civilian employees covered under a variety of pay plans and geographic locations.

2. Prepare biweekly, monthly, quarterly, year-end reports concerning payroll operations.

08B31      SECTION 1

08B32      SECTION 2

FUNCTIONS.

The functions of each Section are identical as follows:

1. Prepare biweekly civilian payroll; compile biweekly, monthly, quarterly, year-end reports concerning branch operations and status of assignments, distribution of payroll costs, union participations, overtime expenditures, bond participation, health and life insurance, leave usage, retirement deductions, State, City, FICA, Medicare and Federal Tax reports.

2. Collect and maintain accountability for tax levies, garnishments, jury fees, travel collections, COLA's, military CSR's overseas allotments and disburses them from the proper accounts.

08B4      COMMERCIAL SERVICES BRANCH

FUNCTIONS.

1. Record, analyze, reconcile, and report on installation accounting transactions pertaining to appropriated funds and revenue. This includes preparing, processing and auditing payment vouchers for: contractual supplies, equipment and nonpersonal services, procurement under small purchases procedures, and utilities, communications, and miscellaneous services and intragovernmental transactions.

2. Reconcile accounting and control records with supporting documents to verify unliquidated obligations.

3. Verify proper accounting and funding classification on disbursement and collection vouchers prior to forwarding to the Paying and Collection Branch.

4. Verify availability of funds prior to certifications to prevent over obligation of appropriated funds.

5. Process, record and review obligation documents; confirm obligations included in the accounting records; and issue Request and Authority to Cite Funds.

6. Maintain records in support of reimbursable activity, including reconciliation and allotment ledger. Prepare billing documents and follow-up actions on delinquent and aged accounts receivables. Includes Foreign Military Sales, NASA and tenant activities.

7. Examine, certify, and process for payment vouchers in support of IAGS, Defense Fuels and Defense Inspector General - Auditing.

8. Establish and maintain internal control procedures for prevention of duplicate payments.

08B5      TRAVEL BRANCH

FUNCTIONS.

1. Control travel accounting classification; process claims for reimbursement of travel expenses. Maintain suspense on travel advances and outstanding travel accounts and take follow-up and collection action.

2. Act as pay liaison with Scott AFB, IL Accounting and Finance Office (AFO) regarding military members pay/leave inquiries; submit pay/leave documentation to Scott AFB who inputs the data to AF Accounting and Finance Center for pay record update.

3. Provide special assistance and technical guidance.



4. Provide TDY travel and civilian PCS support and services; issue travel orders; arrange transportation and lodging and provide administrative service required for issuance of passports.

08B6      OPERATIONS AND SYSTEMS BRANCH

FUNCTIONS.

1. Perform continuing studies of Center's Accounting and Finance operations and system to increase effectiveness and efficiency, provide solutions to unprecedented problems, and design and/or improve the Agency's financial internal control systems.

2. Perform internal control reviews and vulnerability assessments of the financial accounting systems to identify material weaknesses and provide recommendations for corrective actions.

3. Review changes that effect the total Financial System Data Base, especially where systems utilize or produce output products, i.e., Personnel System, Payroll System, Budget Status System.

4. Develop manuals, instructions, systems and operating procedures to support new and existing accounting systems and internal controls.

5. Plan, direct, develop and implement new accounting systems requirements as identified by HQ DMA/CMF, Office Secretary of Defense, General Accounting Office, Air Force Accounting and Finance Center, Treasury, and the Security Assistance Accounting Center. Coordinates the related ADP systems design and implementation with ADP personnel.

6. Perform special projects, systems and operational reviews, time studies flowcharts, etc., as directed by the Finance and Accounting Officer.

7. Conduct workshop training on new and/or improved accounting systems for staff and operating personnel.

8. Prepare systems and operating procedures and instructions for the Financial Data System.

9. Provide technical guidance and counsel to the division elements and management officials.

08C      MANPOWER AND MANAGEMENT DIVISION

MISSION. To improve the efficiency and effectiveness of management by providing managers and staff personnel at all levels of the Center with policies, program guidance, performance reviews and services in the areas of manpower management, position management and management analysis which will result in a more effective, more efficient and more productive Center.

08C1      MANPOWER BRANCH

## FUNCTIONS.

1. Plan, develop, prepare and maintain the Joint Manpower Program (JMP); formulate requests for changes in allocation of manpower.
2. Review and validate manpower requirements and allocate available manpower resources based upon approved programs and priorities; coordinate requirements and allocations.
3. Analyze functions and function relationship; manage the high grade position essentiality review programs; exercise control over organization structures; implement organization directives, concepts and policies of DMA; monitor organization relationships for effectiveness and efficiency and recommend changes as necessary.
4. Maintain and publish manpower allocation documents, organization charts; operate the manpower allocation and accounting system; determine and issue sub-authorizations of manpower to organization elements; operate DMA manpower system service center.
5. Conduct and participate in manpower and position management surveys and accomplish management and industrial engineering studies; furnish management advisory and industrial engineering assistance and staff guidance; assist in performing studies and identify and recommend areas in which management studies appear warranted.
6. Conduct a Review and Analysis Program to provide the Director and Management information on accomplishment of the Center's mission and functions.

## 08C2      MANAGEMENT ANALYSIS BRANCH

### FUNCTIONS.

1. Serve as the Center Action Office for the Commercial Activities Program. Establish Center policy, plan for, administer, coordinate and oversee the accomplishment of the Program. Prepare the Government Bid and the Cost Comparison and assist managers in developing the most efficient organization and the performance work statement.
2. Serve as the Center Action Office for the Internal Control Review Program. Plan and design a system for assessing vulnerabilities and accomplish such assessments with managers. Conduct or oversee the accomplishment of Internal Control Reviews.
3. Act as primary point of contact with the Defense Audit Service, the Defense Contract Audit Agency, and the General Accounting Office. Maintain an audit follow-up system, review effectiveness of actions taken on audit recommendations.
4. Guide the performance of cost, economic, and program analysis; perform staff studies and research analysis; prepare forecasts and apply analysis techniques in identifying and resolving problems.

5. Monitor the Management Improvement Program and emphasize the DMA Management Improvement effort; promote identification of priority improvement projects.

6. Conduct a systematized Management Analysis Program conducted on site to analyze and evaluate processes, procedures, facilities and equipment, organization design, mission, functions, and resources.

08D      INFORMATION SYSTEMS/ADP STAFF OFFICE

MISSION. Provide staff policy, planning and execution review of overall Center ADP functions, activities, and telecommunications requirements.

FUNCTIONS.

1. As delegated by the Center's Comptroller, serves as the Center's focal point for ADP and ADP-related telecommunication requirements, plans, programs and operations.

2. Provide overall management and administration of the Center's ADP resources related telecommunications.

3. As the designated ADP Manager within the Center, ensure that all requirements to acquire ADP resources and related telecommunications, irrespective of funding, are fully justified with supporting documentation prior to their submission to the DMA Senior ADP Policy Official for review and approval.

4. Develop objectives, policies, and procedures for the identification and inclusion of ADP resource and related telecommunications requirements in the submission of MC&G and R&D programs; coordinate, review and prepare the planning, budgeting, and programming documents of ADP resources and related telecommunications for the Center.

5. Monitor performance/utilization of Center ADP resources and related telecommunications.

6. Provide policy guidance to Center elements regarding selection and acquisition of ADP resources and related telecommunications.

7. Ensure the establishment, monitoring and maintenance of the Center's ADP hardware and software inventory, and the reutilization and sharing programs.

8. Develop and administer the Integrated ADP Five Year Plan.

9. Develop policies and procedures and administer the implementation of the standardization of data elements and codes. Serve as the DMA Assigned Responsible Agent (ARA) on designated data elements. Ensure the adoption of Federal Information Processing Standards (FIPS).

10. Maintain liaison with vendors and other Federal Agencies regarding automatic data processing equipment, related telecommunications, maintenance, software, services and educational matters.

11. Develop plans and monitor implementation for design improvement and standardization of ADP systems.

12. Conduct special studies, surveys and analyses concerning data processing systems, facilities requirements, performance and standardization of ADP system and equipment and related communications.

13. Participate with other Center elements and other DMA Components in the development of ADP and related telecommunications justifications and specifications.

14. Monitor and assist in selection and acquisition projects for ADP resources and related telecommunications.

15. Chair or provide membership on the Source Selection and Evaluation Board.

16. Ensure the preparation of the ADP portion to the Center's contingency plans.

17. Ensure proper consideration and coordination of all privacy matters in the Center's ADP systems.

18. Perform a continuing economic analysis and performance evaluation to ensure effective and economic use of ADP resources and related telecommunications.

19. Implement and monitor Life Cycle Management (LCM) policies and procedures and be responsible for the preparation and control of LCM documents for Automated Information Systems.

20. Maintain direct technical channel communications and provide guidance and direction on ADP matters and related telecommunications to all Component activities operating ADP systems.

21. Serve as the official point of contact with HQ DMA Data Automation Division.

22. Provide advice and guidance regarding ADP matters to the Center's Technical Director.

23. Serve as member of Equipment Review Group.

24. Serve as the Accountable Property Office for ADP equipment and maintain the ADP Equipment Inventory System with responsibility for data integration of the appropriate records of that system.

25. As delegated by the Component Senior ADP Policy Official, validate and recommend approval/disapproval of non-ADP Determinations.

26. Serves as the Center Action Office for implementing all Information Resource Management (IRM) activities.

08E      MANAGEMENT ADP DIVISION

MISSION. Manage the design, development and operation of statistical and management data processing systems: Systems analysis, software development, training, advisory support for microcomputer and remote equipment selection and acquisition, experimental technical development support, integration of microcomputers to mainframe computer, control data entry and operations; assist users of data processing services in preparation of data automation reports, products and online retrievals.

08E1      MANAGEMENT SYSTEMS BRANCH

08E2      INFORMATION SYSTEMS BRANCH

FUNCTIONS.

The functions of each Branch are identical as follows:

1. Conduct preliminary investigation of proposed automatic data processing (ADP) applications, determine feasibility for complete development, design of overall automatic data processing systems for approved projects, monitor and review existing systems to assure compatibility with changing input/output requirement.
2. Install and maintain data processing systems on the integrated data processing system, online and on microcomputers.
3. Design collecting, editing and auditing techniques and procedures for input and output use in automated systems (excluding standard AF Systems).
4. Prepare computer programs in accordance with standard policies and procedures regarding methods, techniques, and documentation.
5. Design, program, implement, and maintain, in coordination with functional users, data collection, editing and auditing techniques and procedures for input and output data and reports in automated systems, using approved or standardized methods for the DMA consolidated systems.

08E3      OPERATIONS BRANCH

FUNCTIONS.

1. Manage data entry and data processing equipment activities, and the performance of approved programs, special reports and special requirements to ensure efficient utilization and effective maintenance of automatic data processing equipment.
2. Analyze activities, develop production standards and maintain activity status and automatic data processing equipment maintenance records.

3. Monitor, analyze and evaluate computer performance; diagnose system failure; load and modify operating system.

08E31 OPERATIONAL SERVICES SECTION 1

08E32 OPERATIONAL SERVICES SECTION 2

FUNCTIONS.

The functions of each Section are identical as follows:

1. Operate mainframe computer, the file management system, related peripherals and the Xerox 9700 Page Printing System; operate at designated alternate sites in emergencies.

2. Monitor, analyze and evaluate application processing performance; diagnose application throughput failures and take appropriate corrective actions.

3. Control all input and output data associated with the functioning of the medium scale computer system. Initiate and prepare computer runs by integrating input data with program control data. Schedule programs for computer processing. Separate reports by organizational element and number of copies. Distribute reports generated from the medium scale computer or Xerox 9700 by times specified. Operate PCAM equipment. Maintain supply inventory for computer operations.

4. Maintain magnetic tape library, tape accounting, tape cleaning and certification; provide offsite storage of data for contingency operations.

5. Transcribe data from over 30 different types of source documents via use of data entry terminals or keypunches. As appropriate, edit or verify data. Must perform most projects to completion as received because of their time critical nature.

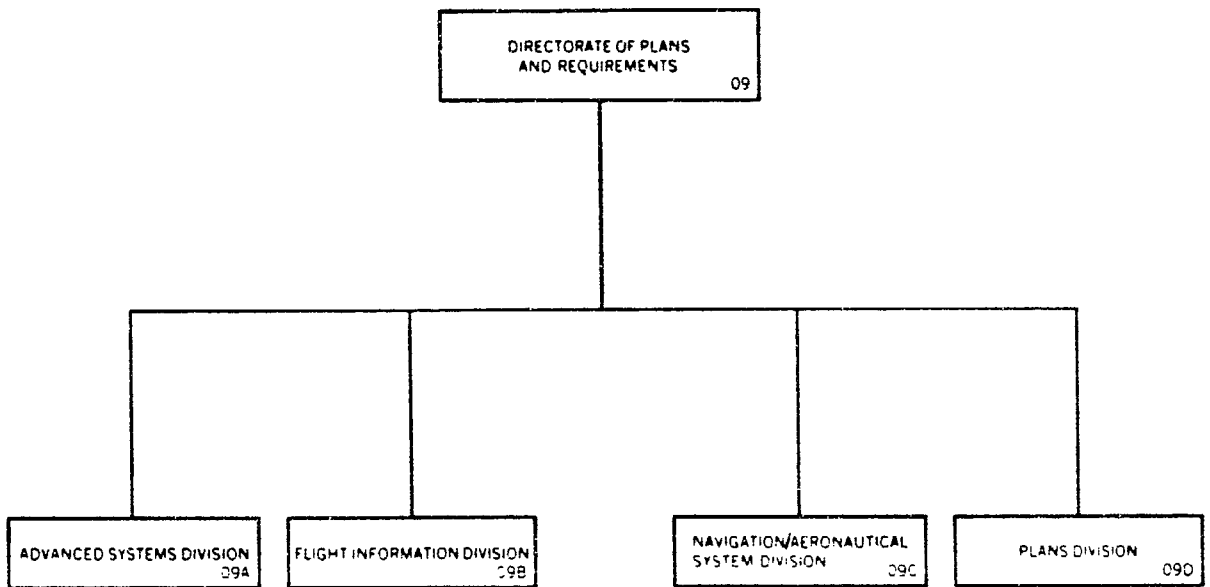
08E33 OPERATIONAL SERVICES SECTION 3

FUNCTIONS.

1. Operate mainframe computer, the file management system, related peripherals and the Xerox 9700 Page Printing System; operate at designated alternate sites in emergencies.

2. Monitor, analyze and evaluate application processing performance; diagnose application throughput failures and take appropriate corrective actions.

3. Control all input and output data associated with the functioning of the medium scale computer system. Initiate and prepare computer runs by integrating input data with program control data. Schedule programs for computer processing. Separate reports by organizational element and number of copies. Distribute reports generated from the medium scale computer or Xerox 9700 by times specified. Operate PCAM equipment. Maintain supply inventory for computer operations.



MISSION. Provide staff support to the Center Director as required. In accordance with HQ DMA PR guidance, assist users in identifying, defining and developing requirements for new or modified MC&G products, data and services. Develop product prototypes and product specifications under configuration management guidelines to support these requirements. Direct the development and maintenance of the Center's planning system including the contingency, mobilization and disaster preparedness plans. Recommend HQ DMA validation of user MC&G product requirements. Following DMA directives and staff guidance, develop Aerospace Center objectives, plans, policies and priorities for establishment of MC&G requirements of the Unified and Specified Commands, the Military Departments, and other Government users; manage and administer these plans and policies as authorized by the Director, DMA.

09A      ADVANCED SYSTEMS DIVISION

MISSION. Perform investigative analyses to assist military users in the identification of requirements for MC&G products, data and services to support aerospace systems. Provide prescribed direct technical assistance to weapon systems developers and users in defining their MC&G support requirements. Define and develop new MC&G products to satisfy validated DoD requirements in support of military weapon systems and operations; support other Government Agencies and national interests with MC&G data products as prescribed.

FUNCTIONS.

1. Perform all of the functions below listed as they relate to requirements for space and missile systems, aircraft operational digital data (not related to mission planning, filmstrips or Flight Information products), correlation guidance updating for all weapons systems, and Geodetic and Geophysical support for advanced weapons systems.

2. Serve as the focal point for requirements for DMA aerospace products, data and services. Exercise staff management of Center activities concerned with establishment of qualitative and if necessary, quantitative requirements for DMA products, data and services.

3. Maintain prescribed liaison with appropriate Service Weapon Systems R&D activities and provide technical advice as required. In full coordination with HQ DMA and HTC, provide prompt analysis and requirements definition where proposed military systems and their operational applications may require new or modified product development. Participate, as required, in the evaluation of contractor proposals and studies.

4. Conduct the product development program for approved new and modified aerospace products. Produce advanced systems briefs for systems to be supported by new or modified DMA products; conduct Test and Evaluations (T&Es) of prototypes; as appropriate, conduct or participate in-process reviews (IPRs) for products under development; develop final product specifications for new and modified aerospace products under configuration management guidelines.



5. In coordination with HQ DMA, provide technical assistance and consultation to military systems and doctrine developers as required.

6. Prepare and submit to HQ DMA anticipated new product requirements in the form of System Briefs for DMA Systems Requirements File and participate in the preparation of appropriate POM and DROP inputs.

7. Conduct the DMA Product Review Program for aerospace products as directed; review aerospace products on the DMA Approved Products List and submit nominations for in-depth Product Reviews to HQ DMA for approval; conduct approved product reviews with users; prepare and submit for approval Product Review Reports; take actions necessary to implement approved changes resulting from reviews.

8. As directed, participate in the standardization program for aerospace products; review and provide input on MC&G national/international standardization agreements; prepare position papers for and when required participate in international standardization meetings as prescribed.

9. Provide primary interface and coordination between HQ DMA and Centers for the development of product specifications.

10. Ensure current and projected MC&G requirements are properly defined in Center submissions for source materials; in production programs and budgets; and in R&D program definitions and submissions.

11. Effect appropriate coordination and collaboration with counterpart staffs of HQ DMA, other DMA components and cooperating agencies.

12. Provide on-site technical assistance officer at the Air Force Systems Command's Space Division.

13. Provide primary interface and coordination between HQ DMA and Center in National and International product standardization matters.

14. Maintain knowledge of current and planned technical and production capabilities.

#### 09B      FLIGHT INFORMATION DIVISION

MISSION. Perform investigative analyses to assist military users in the identification of requirements for flight information and related products, data and services to support aerospace systems. Provide prescribed direct technical assistance to weapon systems developers and users in defining their flight information and related support requirements. Define and develop new flight information and related products to satisfy validated DoD requirements in support of military weapon systems and operations; support other Government Agencies and national interests with flight information and related data products as prescribed.

## FUNCTIONS.

1. Perform all of the below listed functions as they relate to requirements for Flight Information Publications (FLIPs) and associated programs. Execute the flight information product development program. Serve as focal point for qualitative requirements for flight information products, services and data. Evaluate these requirements; prepare and recommend to HQ DMA for approval those new products developed or modifications to existing products, as appropriate.

2. Serve as the focal point for requirements for DMA aerospace products, data and services. Exercise staff management of Center activities concerned with establishment of qualitative and if necessary, quantitative requirements for DMA products, data and services.

3. Maintain prescribed liaison with appropriate Service Weapon Systems R&D activities and provide technical advice as required. In full coordination with HQ DMA and HTC, provide prompt analysis and requirements definition where proposed military systems and their operational applications may require new or modified product development. Participate, as required, in the evaluation of contractor proposals and studies.

4. Conduct the product development program for approved new and modified aerospace products. Produce advanced systems briefs for systems to be supported by new or modified DMA products; conduct Test and Evaluations (T&Es) of prototypes; as appropriate, conduct or participate in-process reviews (IPRs) for products under development; develop final product specifications for new and modified aerospace products under configuration management guidelines.

5. In coordination with HQ DMA, provide technical assistance and consultation to military systems and doctrine developers as required.

6. Prepare and submit to HQ DMA anticipated new product requirements in the form of System Briefs for DMA Systems Requirements File and participate in the preparation of appropriate POM and DROP inputs.

7. Conduct the DMA Product Review Program for aerospace products as directed; review aerospace products on the DMA Approved Products List and submit nominations for in-depth Product Reviews to HQ DMA for approval; conduct approved product reviews with users; prepare and submit for approval Product Review Reports; take actions necessary to implement approved changes resulting from reviews.

8. As directed, participate in the standardization program for aerospace products; review and provide input on MC&G national/international standardization agreements; prepare position papers for and when required participate in international standardization meetings as prescribed.

9. Provide primary interface and coordination between HQ DMA and Centers for the development of product specifications.

10. Ensure current and projected MC&G requirements are properly defined in Center submissions for source materials; in production programs and budgets; and in R&D program definitions and submissions.

11. Effect appropriate coordination and collaboration with counterpart staffs of HQ DMA, other DMA components and cooperating agencies.

12. Provide primary interface and coordination between HQ DMA and Center in National and International product standardization matters.

13. Maintain knowledge of current and planned technical and production capabilities.

#### 09C      NAVIGATION/AERONAUTICAL SYSTEM DIVISION

MISSION. Perform investigative analyses to assist military users in the identification of requirements for MC&G products, data and services to support aerospace systems. Provide prescribed direct technical assistance to weapon systems developers and users in defining their MC&G support requirements. Define and develop new MC&G products to satisfy validated DoD requirements in support of military weapon systems and operations; support other Government Agencies and national interests with MC&G data products as prescribed.

#### FUNCTIONS.

1. Perform all of the functions below listed as they relate to requirements for aircraft navigation, air target materials, charting, target positioning, precise navigation associated with ordnance delivery and digital data required for activities associated with manned aircraft training, mission planning, film strips, and C<sup>3</sup>I displays.

2. Serve as the focal point for requirements for DMA aerospace products, data and services. Exercise staff management of Center activities concerned with establishment of qualitative and if necessary, quantitative requirements for DMA products, data and services.

3. Maintain prescribed liaison with appropriate Service Weapon Systems R&D activities and provide technical advice as required. In full coordination with HQ DMA and HTC, provide prompt analysis and requirements definition where proposed military systems and their operational applications may require new or modified product development. Participate, as required, in the evaluation of contractor proposals and studies.

4. Conduct the product development program for approved new and modified aerospace products. Produce advanced systems briefs for systems to be supported by new or modified DMA products; conduct Test and Evaluations (T&Es) of prototypes; as appropriate, conduct or participate in-process reviews (IPRs) for products under development; develop final product specifications for new and modified aerospace products under configuration management guidelines.

5. In coordination with HQ DMA, provide technical assistance and consultation to military systems and doctrine developers as required.

6. Prepare and submit to HQ DMA anticipated new product requirements in the form of System Briefs for DMA Systems Requirements File and participate in the preparation of appropriate POM and DROP inputs.

7. Conduct the DMA Product Review Program for aerospace products as directed; review aerospace products on the DMA Approved Products List and submit nominations for in-depth Product Reviews to HQ DMA for approval; conduct approved product reviews with users; prepare and submit for approval Product Review Reports; take actions necessary to implement approved changes resulting from reviews.

8. As directed, participate in the standardization program for aerospace products; review and provide input on MC&G national/international standardization agreements; prepare position papers for and when required participate in international standardization meetings as prescribed.

9. Provide primary interface and coordination between HQ DMA and Centers for the development of product specifications.

10. Ensure current and projected MC&G requirements are properly defined in Center submissions for source materials; in production programs and budgets; and in R&D program definitions and submissions.

11. Effect appropriate coordination and collaboration with counterpart staffs of HQ DMA, other DMA components and cooperating agencies.

12. Provide on-site technical assistance officer at the Aeronautical Systems Division, Wright-Patterson AFB.

13. Provide primary interface and coordination between HQ DMA and Center in National and International product standardization matters.

14. Maintain knowledge of current and planned technical and production capabilities.

#### 09D PLANS DIVISION

MISSION. Serve as focal point within the Center for DMA planning activities, JCS matters, planning for wartime and contingency MC&G support to the U&S and Allied Commands, and Disaster/Contingency Preparedness.

#### FUNCTIONS.

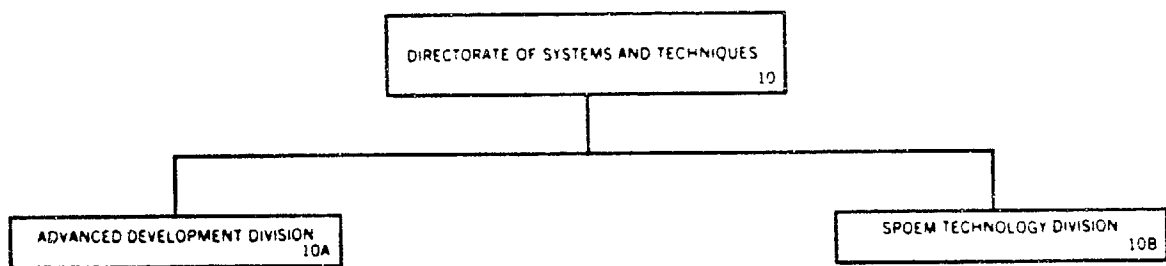
1. Manage the Center Planning System.
2. Prepare Center input to the following DMA documents:
  - a. DMA Planning Manual (DMAPS).
  - b. DMA Long-Range Plan (DLRP).

3. Prepare the Center Continuity of Operations Plan (COOP) and other plans associated with Disaster/Contingency Preparedness.
4. Review and provide input to DMA plans in support of Annex M of U&S Command OPLANS and CONPLANS.
5. Collaborate in the preparation of the Center input to the DMA Resource Objectives Plan (DROP).
6. Perform analysis of Center input to the DMA Program Objectives Memorandum (POM) and other Center programming documents to insure conformity with approved Plans.
7. Collaborate in the preparation of the Center inputs to the DMA R&D Master Plan.
8. Provide planning guidance to other offices for use in preparation of input to DMA Planning Documents and Center plans.
9. Prepare special studies which establish Center policy guidance for key technical and management planning activities.
10. Provide PR representative to the Crisis Management Team.
11. Prepare Center internal plans for exercising quick response capabilities.
12. As required, coordinate on command area requirements to insure submissions are consistent with OPLANS and CONPLANS.
13. Provide support to HQ DMA in their review, collaboration and coordination of the following documents:
  - a. Annex E (MC&G) to Joint Strategic Planning Document (JSPD).
  - b. Annex D (Research and Development) to Joint Strategic Planning Document (JSPD).
  - c. Annex G (MC&G) to Joint Strategic Capabilities Plan (JSCP).
  - d. JCS Master Navigation Plan.
  - e. Other JCS documents as required.
14. Plan, coordinate and implement Center participation in JCS sponsored Exercises.
15. Represent Center on policy committees relating to the planning functions.
16. Act as Center point of contact for all Worldwide Military Command and Control System (WWMCCS) related activities and provide input to the DMA Command and Control System Summary Plan (DCCSSP).

17. Plan and initiate the preparation of the AC portion of the DoD MC&G Area Requirements Document (Gray Book) and Command Area Requirements Graphics.

18. Plan and administer the AC technical publications program and AC participation in technical, scientific, professional and similar activities.

19. Provide representation to meetings, conferences, etc., as required.



MISSION. To increase DMA's production capabilities through acquisition systems development, advanced MC&G technology developments, SPOEM developmental activities, and the introduction/implementation of the new technology, equipment, systems and techniques into the Center's production operations to satisfy DoD's future MC&G requirements. Serves as the Center focal point for all activities directly related to the management of DMA's Special Project Office for Exploitation Modernization (SPOEM). Coordinates with PP and other departments and directorates.

10A      ADVANCED DEVELOPMENT DIVISION

MISSION. To increase DMA's production capabilities through acquisitions systems development, advanced MC&G technology, prototype and engineering developments; and the introduction/implementation of the new systems and technology to support the Center's production operations and to satisfy DoD's future MC&G requirements.

FUNCTIONS.

1. Serve as Center focal point for all activities directly related to the management of DMA's Acquisition System Development Program. These activities include: participating in the management of national level data acquisition system programs and coordination of related activities; participating in policy, program and budget developments; ensuring the effective interface with HQ DMA, DMA/SPOEM and acquisition system developers and the transition of sensor technologies on both hardware and software to the Center management and production elements; and providing the connecting link between acquisition system developers and the Center's advanced technology programs and production systems. Ensures continuity with the EMP SPOEM program with STS.

2. Serve as Center focal point for all activities directly related to the management of DMA's RDT&E Program. These activities include: participating in policy, program and budget developments; screening the submission of proposed efforts; participating in final Headquarter's review and program formulation; monitoring, evaluating and participating in ongoing program changes and modifications; preparing contract work statements, performing technical evaluation of contract proposals; monitoring and evaluating contract performance; performing, testing, evaluation and acceptance certification of contract developed hardware/software. Ensures continuity of the R&D program with the EMP SPOEM program with STS.

3. Investigate, develop, and coordinate Center mid- and long-range statements of MC&G technology requirements that are effected by acquisition systems and technology. Identify deficiencies and recommend new options or systems to satisfy DMA needs in data and technology.

4. Coordinate and provide overall Center direction of inter- and intra-departmental techniques on production capability development objectives.



5. Conduct, initiate and direct technical studies, modeling and analysis leading to improvements in the DMA and the Center's posture for utilizing data from new acquisition systems, and in evaluating technology opportunities as they relate to satisfying the Center's MC&G objectives.

6. Certify performance of new sensors and develop concepts for most efficient usage of sensor data. Integrate concepts via interaction with the SPOEM Technology Division and production departments.

7. Maintain continuous contact with DMA designated and related national level working groups to assure design and implementation adequacy and continued exploitation of overhead data sensors and material for anticipated MC&G requirements. Provide representation as required for special studies and tests related to sensor exploitation at the Center.

8. Provide Center representation as required for special studies, meetings, work agreements, conferences and other activities related to DMA's RDT&E Program and interrelated activities of DoD, other U.S. Government agencies and RDT&E laboratories.

9. Serve as Center liaison with developers and vendors on all of the above systems with emphasis on improved new capabilities, new technology, system training, and maintenance. Ensure MC&G RDT&E continuity and coordination with the SPOEM Technology Division.

10. Prepare projections and technical guidance for the Acquisition System and RDT&E Programs impact on the Center's manpower, training, equipment and budget for inclusion in planning and resource documents.

11. Act as focal point for coordination of individual special access clearances associated with all source collection and planning of all source special access activities as they relate to work area assignment and file maintenance.

12. Assist PO in all phases of selection of candidates for advanced technical training. This activity includes defining needed training, validation of curricular and selection of candidates.

13. Provide advice and assistance in analyzing and formulating requirements for technology development to support emerging advanced weapon systems.

#### 10B      SPOEM TECHNOLOGY DIVISION

MISSION. To increase DMAAC's production capabilities through the DMA/SPOEM development, test, evaluation and the introduction of new systems for exploitation modernization of the Center's production operations.

#### FUNCTIONS.

1. Serve as Center focal point for all development activities directly related to the management of DMA's Special Project Office for

Exploitation Modernization (SPOEM). These activities include: participating in policy, program and requirements development; and providing the connecting link between DMA/SPOEM and the Center's directorates and departments on all development activities.

2. Provide technical guidance and staff supervision/coordination for Center activities related to the SPOEM, including the development of requirements, specifications, evaluation, and no-site verification for the new technologies from the SPOEM.

3. Coordinate, prioritize and direct SPOEM related inter- and intra-department development activities in support of Center and DMA objectives.

4. Conduct, initiate, and/or coordinate technical studies and analysis to guide development of capabilities related to the DMA/Center SPOEM effort.

5. Prepare projections to PP on the SPOEM effect on the Center: manpower, training, equipment, production and budget.

6. Provide Center representation as required for special studies, meetings, conferences and other activities related to DMA's SPOEM program and interrelated activities of DoD, other U.S. Government agencies and RDT&E laboratories.

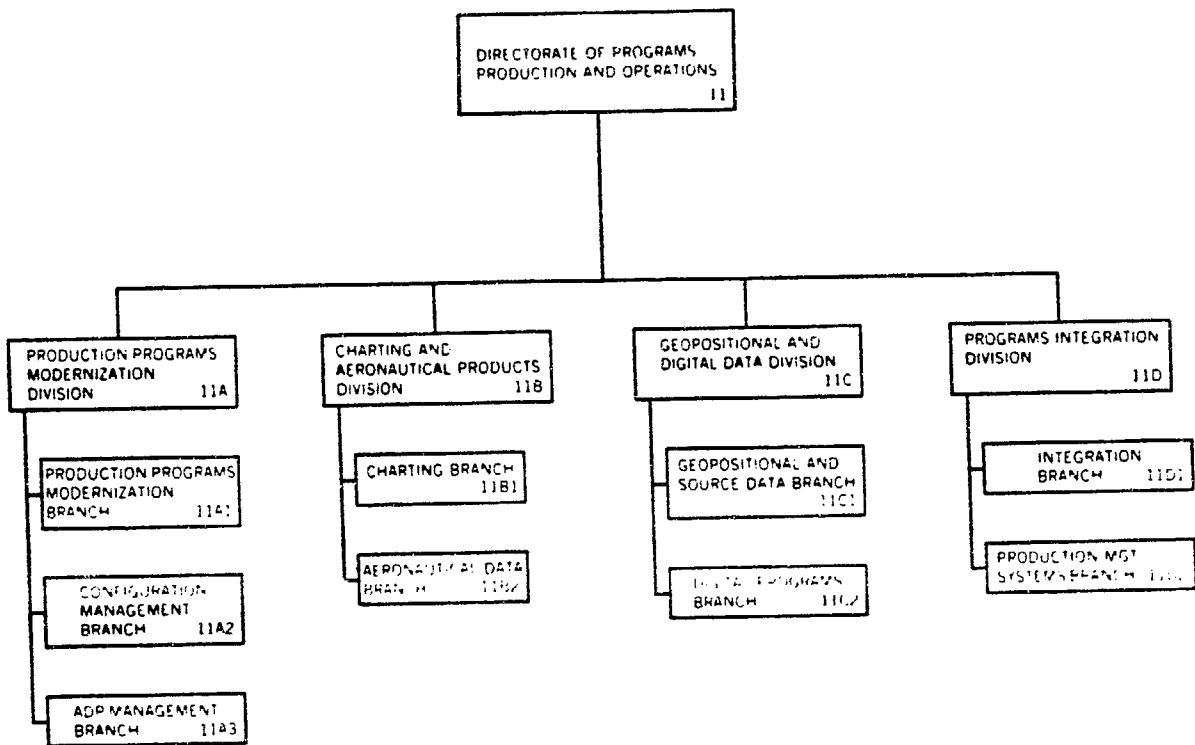
7. Provide technical support to HQ DMA/SPOEM in establishing assignments and work agreements.

8. Serve as Center liaison with developers and vendors on all SPOEM systems with emphasis on new capabilities and new technology.

9. Assist PO in all phases of selection of candidates for advanced technical training. This activity includes defining needed training, validation of curricular and selection of candidates.

10. Coordinate with STD to ensure an integrated Center approach to acquisition planning, DMA R&D program and the SPOEM program.

11. Coordinate with PP (PPM) on assuring successful transition planning of SPOEM deliverables into the Center.



11      DIRECTORATE OF PROGRAMS, PRODUCTION AND OPERATIONS

MISSION. Formulate the Program Objective Memorandum (POM) and direct the MC&G production program, resources and related activities; allocate all resources required to accomplish assigned programs; serve as Center focal point and provide policy guidance and staff management for the transition and integration of production program modernization in coordination with ST; provide policy, technical guidance, and operational direction for the development and implementation of mission S&T, ADP hardware and software systems, related networking of production sub-systems, and for communications requirements for MC&G production; and distribution systems; provide staff coordination and supervision on program, production and operation activities involving implementing, scheduling and controlling work assignments; define the requirement for and provide staff supervision over commercial contract production programs; develop and implement quality control systems; provide policy guidance and staff administration of the Configuration Management program; define and defend, and allocate the production mission physical facilities to support assigned programs; operate the Production Management and Information System (DMIS/P) and the Equipment Procurement Management System (DMIS/E); consolidate and define equipment requirements, establishing, monitoring, revising and reporting on the annual equipment procurement program and schedule the operational test and evaluation of equipment; develop and validate product and process standards; implement policies on sale and release of products and exchange agreements with other agencies and foreign governments; identify technical training priorities, and direct the orientation program for new cartographers.

11A      PRODUCTION PROGRAMS MODERNIZATION DIVISION

MISSION. Serve as the focal point in the Directorate of Programs, Production and Operations to perform resource planning and management of the implementation of the modernization of production programs, the Configuration Management program, and the mission S&T ADP capability and related programs.

11A1      PRODUCTION PROGRAMS MODERNIZATION BRANCH

MISSION. To increase DMAAC's production capabilities through the introduction/implementation of new DMA and SPOEM systems for exploitation modernization of the Center's production operations.

FUNCTIONS.

1. Serve as Center focal point for Transition Integration (TI) activities directly related to the management of DMA's Special Project Office for Exploitation Modernization (SPOEM). These activities include: participating in policy, program and budget development; and providing the connecting link, in conjunction with ST, between DMA and SPOEM and the Center's directorates and departments.

2. Provide guidance and staff supervision/coordination for Center TI activities related to the SPOEM, including the development of associated

TI requirements, specifications, evaluation, and implementation planning for transition to the new technologies from the SPOEM.

3. Perform and maintain current systems analysis to insure coordination of the production program modernization effort with configuration management, mission ADP operations and capabilities, the production management systems, and the planning and allocation of physical facilities.

4. Conduct, initiate, and/or coordinate studies and analysis to guide implementation of capabilities related to the DMA and Center SPOEM effort.

5. Coordinate projections and guidance for the SPOEM impact on the Center: manpower, training, equipment, production and budget--in coordination with the directorates and departments--for inclusion in planning and resource documents.

6. Provide Center representation as required for special studies, meetings, conferences and other activities related to DMA's SPOEM program and interrelated activities of DoD, other U.S. Government agencies.

7. Provide TI support to HQ DMA and SPOEM in establishing assignments and work agreements.

8. Serve as Center liaison with developers and vendors on all SPOEM systems with emphasis on system training, implementation and maintenance.

9. Assist PO in the scheduling and programming of SPOEM-related training. This activity includes validation of needed training, curricular and selection of candidates.

10. Coordinate with STS to ensure an integrated Center approach to the SPOEM program.

11. Coordinate Center activities necessary for successful planning for, and transition to, the SPOEM-developed system through the Center's directorates and departments. Serve as the Center manager of the Segment Action Plans.

## 11A2 CONFIGURATION MANAGEMENT BRANCH

MISSION. Establish and maintain a Configuration Management system to control changes to operational hardware, software, and production procedures and methods.

### FUNCTIONS.

1. Serve as the focal point for all activities relating to the Configuration Management (CM) of the Center's production baseline for all MC&G Products.

2. Coordinate with other DMA components and contractors in the development, implementation and administration of CM concepts/procedures. Coordination activities will include, maintenance of DMA CM manual,

transition of items from development to production, interface between respective components' CM systems and Technical Exchange Meetings (TEMs).

3. Serve as the point of contact for changes to shared configuration items between Centers and developmental organizations.

4. Coordinate resource requirements (in-house and contract dollars) with Integration Branch to assure allocations are adequate to support DMA's CM objectives.

5. Provide support to the Centers' Configuration Control Board (CCB). Support includes the recommendation of agenda items, coordination with participating organization, and the establishment of Configuration Items (CIs).

6. Provide administrative guidance to internal organizations for the development and control of baseline CIs.

7. Maintain the Center's accountability of CI documentation (Discrepancy Reports, Request for Change, etc.).

8. Maintain a CI Index of all controlled items.

9. Maintain a CI Interface Matrix to denote CIs which interface with other CIs/organizations internal and external to AC.

10. Operate, maintain, and authorize use of WANG Alliance System/the automated CM data system.

11. Plan, program, monitor, and validate generation, operation and maintenance of the data base supporting the automated CM data system.

12. Support Center staff in the performance of periodic audits of the CM system to assure conformance to practices and objectives.

13. Generate and maintain all AC regulations defining CM procedures.

14. Provide recommendations for MC&G needs requiring RDT&E effort, and develop concepts for the integration of new CM developments into current operations.

15. Serve as the coordinator for the documentation control of inter-agency and international MC&G digital data standardization.

#### 11A3      ADP MANAGEMENT BRANCH

MISSION. Provide planning and policy guidance for mission S&T ADP systems and operations and for acquisition and applications for communications and distribution networks.

## FUNCTIONS.

1. Prepare and implement annual ADP program plans; make work assignments to production elements; review progress and take corrective action when deviations are discovered; adjust department production resources when required to meet production program objectives; in coordination with production departments, develop and validate production standards for individual products and processes.
2. Determine requirements for use of different types of ADP systems and the effect of changing product requirements, priorities, specifications, manpower and skills, techniques and equipment on current programs; accomplish necessary changes in production plans resulting from these factors; determine the impact of new and revised program objectives on production procedures and technical equipment needs; coordinate with the Charting and Aeronautical Products Division, the Geopositional and Digital Data Division, and the Integration Division on recommendations to DMA for use in determining optimum resources to be allocated to satisfy changing program objectives.
3. Develop and provide data for assigned ADP programs to Integration Division for use in formulating the annual POM and PCRs including current status of the program, narrative description of the program item and production objectives (program rates), and manpower and equipment resources required for the time period based on validated program area requirements and priorities and other broad guidance from DMA; coordinate with Integration Division to assure that resource allocation (manyear and contract dollars) reflects the best mix commensurate with DMA program objectives.
4. Prepare DMA Aerospace Center positions on MC&G international and interagency agreements and conferences and provide representation as required.
5. Prepare and implement plans and procedures for the transition to, and use of, ADP systems in supporting production programs.
6. Provide planning for future ADP requirements to satisfy the workload based on program requirements.
7. Coordinate budget planning for ADP requirements for manpower, equipment and support contracts.
8. Develop plans and monitor the software development and maintenance in support of technical development, production programs and data base requirements.
9. Provide for coordinated data base development and activities that satisfy production requirements and are responsive to, and compatible with, all DMA data requirements.
10. Coordinate a central software library with compatible applications software, executive system and processors for the large scale central site, and also for the various mini-computer systems.

11. Provide PP recommendations for MC&G needs requiring RDT&E and develop concepts for integration of new software into production facilities and procedures.

12. Provide policy, guidance and administration for the networking of selected general-purpose computer systems and/or special-purpose production subsystems.

13. Ensure that the DMA ADP telecommunications policy is followed in the selection, acquisition, implementation and operation of all ADP resources that are required by the Center production departments.

14. Ensure that procedures for ADP security and privacy are implemented in the MC&G production process involving general-purpose computer systems and special-purpose production subsystems.

15. Review and coordinate on POM Investment Procurement plans related to production and development computer systems.

#### 11B CHARTING AND AERONAUTICAL PRODUCTS DIVISION

MISSION. Develop, assign and manage multi-year production programs and resources related to navigation and planning charts; air target materials, National Aeronautics and Space Administration (NASA) aeronautical data, Flight Information Publications (FLIPs) and special projects; including determination of source material requirements, definition of production objectives and priorities, application of production resources and equipment, and preparation of production specifications. Provide policy and guidance on sale and release of products; provide staff coordination and supervision on the DMA Aerospace exchange agreements. Provide DMA liaison with appropriate United Kingdom, NASA and Indonesia activities for MC&G matters.

#### 11B1 CHARTING BRANCH

##### FUNCTIONS.

1. Prepare and implement production plans; make work assignments to production elements; review progress and take corrective action when deviations are discovered; adjust department production resources when required to meet production program objectives; in coordination with production departments, develop and validate production standards for individual products and processes.

2. Determine requirements for use of different types of source materials and the effect of changing product requirements, priorities, manpower and skills, specifications, techniques and equipment on current programs; accomplish necessary changes in production plans and resources resulting from these factors; determine the impact of new and revised program objectives on production procedures and technical equipment needs; coordinate with the Geopositional and Digital Data Division and Integration Branch on recommendations to DMA for use in determining optimum resources to be allocated to satisfy changing program objectives.



3. Develop and provide data for assigned programs to Integration Branch for use in formulating the annual POM, and DROP including current status of the program, narrative description of the program item, production objectives (program rates) and manpower and equipment resources required for the time period based on validated program area requirements and priorities and other broad guidance from DMA; coordinate with Integration Branch to assure that resource allocation (manyears and contract dollars) reflect the best mix commensurate with DMA objectives.

4. Initiate the preparation and implementation of approved production specifications and the production departments review of technical provisions and specifications for cartographic/technical services contracts; monitor the execution of contract production programs.

5. Prepare, and when requested, present monthly status briefings for appropriate products to PP, the AC Director and his staff. Prepare and provide status information for selected items to DMA on a recurring basis.

6. Serve as the focal point for and manage all programs and resources required to provide production support to NASA.

7. Serve as the PP OPR for Emergency Storage Site (ESS) matters pertaining to production essential records.

8. Prepare positions on MC&G international interagency agreements and conferences and provide representation as required.

9. Coordinate and/or participate in the orderly transition of research and development benefits in cartographic, geodetic, photogrammetric, photographic, scientific computer, and lithographic processes required in the production departments to implement improve capability, techniques and production materials.

10. Based upon analysis of PMS reviews, validated requirements list, and source availability, assigns charts for compilation/revision/recompilation.

11. Assign WPC/NASA charts for reprint when stock reaches danger level. Assign filmstrips for stock replenishment.

12. Provide recommendations to the ADP Production Programs Division on the management and allocation of automatic data processing (ADP) resources to meet program/product needs and coordinate on the utilization of digital data for use in automated chart production. Serve as PP OPR for computer assisted cartography.

13. Within authorized allocations, coordinate on overtime funds usage to meet unusual requirements for assigned programs.

14. Initiates investigation of user comments for charting products. Provides results to QA.

15. Prepare and maintain AC regulations for appropriate programs. Prepare and maintain security classification guides for appropriate programs.

## 11B2      AERONAUTICAL DATA BRANCH

### FUNCTIONS.

1. Prepare and implement production plans; make work assignments to production elements; review progress and take corrective action when deviations are discovered; adjust department production resources when required to meet production program objectives; in coordination with production departments, develop and validate production standards for individual products and processes.

2. Determine requirements for use of different types of source materials and the effect of changing product requirements, priorities, manpower and skills, specifications, techniques and equipment on current programs; accomplish necessary changes in production plans and resources resulting from these factors; determine the impact of new and revised program objectives on production procedures and technical equipment needs; coordinate with the other Directorate Divisions and the Integration Branch on recommendations to DMA for use in determining optimum resources to be allocated to satisfy changing program objectives.

3. Develop and provide data for assigned programs to the Integration Branch for use in formulating the annual POM, DROP and PCR's, including current status of the program, narrative description of the program item, production objectives (program rates), manpower and equipment resources required for the time period based on validated program area requirements and priorities and other broad guidance from DMA; coordinate with Integration Branch to assure that resource allocation (manyears and contract dollars) reflect the best mix commensurate with DoD program objectives.

4. Provide guidance, manage and coordinate on the acquisition of air facility source materials to satisfy the various DoD requirements.

5. Initiate the preparation and implementation of approved production specifications and the production departments review of technical provisions and specifications for Flight Information Publications and cartographic/technical services contracts; monitor the execution of contract production programs.

6. Manage and prepare positions on the AC portions of DMA MC&G international and interagency agreements and conferences and provide representation as required. This includes monitoring and coordinating the acquisition of air facility data through agreements and administrative arrangements.

7. Coordinate and/or participate in the orderly transition of research and development benefits in cartographic, photographic, scientific computer and graphic processes required in the production

departments to implement improved capability, techniques and production materials.

8. Manage the charting and Flight Information Publications programs for reprint/reissue based on currency/accuracy reviews, and/or when stock reaches danger level or in accordance with stock replenishment requirements determined by ODS.

9. Provide policy and guidance for products and services concerning:

a. Determination of optimum printing quantities, danger levels and shelf stocks, pertaining to FLIPs.

b. Distribution to DMA customers including basis of issue, authorized stock levels and maintenance of contingency plan stocks, pertaining to FLIPs.

c. Release, sale (excludes Foreign Military Sales of standard maps, charts and publications) and non-reimbursable supply to foreign governments, treaty organizations, civil airlines and the general public.

d. Performance of continuing analysis/surveys ensuring responsive, effective and economical distribution of FLIP and related publications to DMA customers.

e. Interface with the DMA ODS Automatic Initial Distribution of AC charts and related publications.

f. Within authorized allocations, approve overtime funds usage to meet unusual requirements for assigned programs.

10. Manage the DMA Catalog of Aerospace Products, with regards to aeronautical charting items, FLIPs and related MC&G documents remaining under the inventory control which provides item identification of available products.

11. Provides staff direction for program accomplishment by the Graphic Arts Department including exchange of joint DMA printing programs with the HTC, as well as cooperative printing agreements with other government organizations.

12. Monitors and evaluates the effectiveness of the AC printing capabilities and distribution activities.

13. Serve as the AC coordinator for all Crisis Management Support activities.

#### 11C      GEOPOSITIONAL AND DIGITAL DATA DIVISION

MISSION. Develop, assign and manage multi-year production programs and resources related to strategic and tactical point positioning, photogram-metric control development, point positioning data bases, digital data for simulators and weapon system operations and T&E, vertical obstructions, geodetic/geophysical studies and applications supporting advanced weapon

systems and special projects; including definition of production objectives and priorities, application of production resources and equipment and preparation of production specifications; develop policies, provide guidance for and manage the Center's automated data bases; and develop, defend and manage source data acquisition requirements essential to satisfying production program objectives. Provide staff oversight of precision photographic laboratories and their resources, workload, and priorities.

#### 11C1      GEOPOSITIONAL AND SOURCE DATA BRANCH

##### FUNCTIONS.

See 11C2.

#### 11C2      DIGITAL PROGRAMS BRANCH

The functions of both branches are identical (except as stated) within their assigned production program areas:

1. Prepare and implement annual production plans; make work assignments to production elements; review progress and take corrective action when deviations are discovered; adjust department production resources when required to meet production program objectives; in coordination with production departments, develop and validate production standards for individual products and processes.

2. Determine requirements for use of different types of source materials and the effect of changing product requirements, priorities, specifications, manpower and skills, techniques and equipment on current programs; accomplish necessary changes in production plans resulting from these factors; determine the impact of new and revised program objectives on production procedures and technical equipment needs; coordinate with the Charting and Aeronautical Products Division and the Integrating Branch and on recommendations to DMA for use in determining optimum resources to be allocated to satisfy changing program objectives.

3. Develop and provide data for assigned programs to Integration Branch for use in formulating the annual POM, DROP and PCRs including current status of the program, narrative description of the program item and production objectives (program rates) and manpower and equipment resources required for the time period based on validated program area requirements and priorities and other broad guidance from DMA; coordinate with Integration Branch to assure that resource allocation (manyear and contract dollars) reflects the best mix commensurate with DMA program objectives.

4. Initiate the preparation and implementation of approved production specifications and the production department's review of technical provisions and specifications for cartographic/technical service contracts; monitor the execution of contract production programs.

5. Prepare positions on MC&G international and interagency agreements and conferences and provide representation as required.

6. Coordinate and/or participate in the orderly transition of research and development benefits in cartographic, geodetic, photogrammetric, photographic, scientific computer, and lithographic process required in the production departments to implement improved capability, techniques and production materials.

7. Develop, manage and justify source data acquisition requirements essential to satisfying production program objectives.

8. Support DMA/Acquisition Programs Division in the analysis of source material utilization for production of MC&G products and data at the DMA Production Centers (Geopositional and Source Data Branch only). Provide management direction/guidance for operational use of such systems as CAMS, COINE, SAS, AIRES, etc. in the source acquisition phase.

9. Coordinate with Charting and Aeronautical Products Division on the utilization of digital data in automated NAV/PLAN or air target chart production (Digital Programs Branch only).

10. Perform functions as DMA Executive Agent for the Digital Data Management System and provide management direction for the Center's other automated and hard copy data bases and files.

11. Within authorized allocations, approve overtime funds usage to meet unusual requirements for assigned programs.

12. Monitors and evaluates the effectiveness of the AC photographic laboratories.

13. Manage the distribution of DMA digital data and the production of DMA digital data catalogs. (Digital Program Branch only.)

14. Manage the distribution of DMA Point Position Data Bases (PPDB) and the production of DMA PPDB Catalogs. (Geo. Source Data Branch only.)

#### 11D      PROGRAMS INTEGRATION DIVISION

MISSION. Formulate, justify, and maintain AC's Multi-year Program Objectives Memorandum (POM), DMA Resource Objectives Plan (DROP), and provide program management support for the Annual Budget Estimate for the MC&G Program; serve as the focal point for all MC&G programming, reprogramming, productivity measurement, and production management system activities of the Center; allocate production resources for accomplishment of annual program objectives and evaluate overall program execution; manage the AC Orientation Program for New Cartographers to ensure that necessary technical training commensurate with projected requirements is accomplished; provide PP interface with LO, QA and the department for MC&G contract policy, programming, and performance; develop and manage Center's equipment procurement program; define production physical facility requirements. Maintain the automated production management systems and assure its adequacy in providing production management productivity reports both internally and externally.

## 11D1      INTEGRATION BRANCH

### FUNCTIONS.

1. Serve as the focal point for development, consolidation and maintenance of the AC input to the MC&G multi-year program documentation including the DROP and POM; participate with the Comptroller and other staff activities in the preparation of operating budget submissions.
2. Allocate production resources to meet assigned annual production program objectives; in coordination with other Directorate Divisions, develop alternatives resulting from program and/or resource change and determine impact on assigned programs; make recommendations to DMA on the formulation of policies and decisions affecting the production programs.
3. Analyze, evaluate and report on overall program objectives status and accomplishment. Coordinate program changes and resource adjustments implemented by the other Directorate Divisions to assure that a balance in manpower, skills, equipment and contract dollars is maintained commensurate with program objectives and priorities.
4. Develop data for assigned programs for use in formulating the annual POM and DROP, including current status of the program, narrative description of the program item, program objectives and manpower required for the time period based on validated programs, priorities, level of effort and other broad guidance from DMA; assure that the resource allocation (manyears and contract dollars) reflects the best mix commensurate with DMA program objectives.
5. Serve as the Center office of responsibility for the design, collection, analysis and reporting of productivity results and projections. Certifies E/P improvement actions.
6. Allocate and monitor the use of overtime funds by production activities and the Directorate.
7. Operate the AC Orientation Program for new Cartographers, assess the impact of new program and program changes on training requirements, revise course curriculum to ensure technical training commensurate with the state-of-the-art of MC&G technology, and monitor the screening and selecting of applicants for technical production positions.
8. Integrate new and revised production/process standards input from other Center components into total standards for MC&G product/services.
9. Maintain the Center's Computer Assisted Programming Systems (CAPs).

## 11D2      PRODUCTION MANAGEMENT SYSTEMS BRANCH

### FUNCTIONS.

1. Serve as the focal point for development, consolidation and maintenance of the AC input to the Investment Procurement multi-year

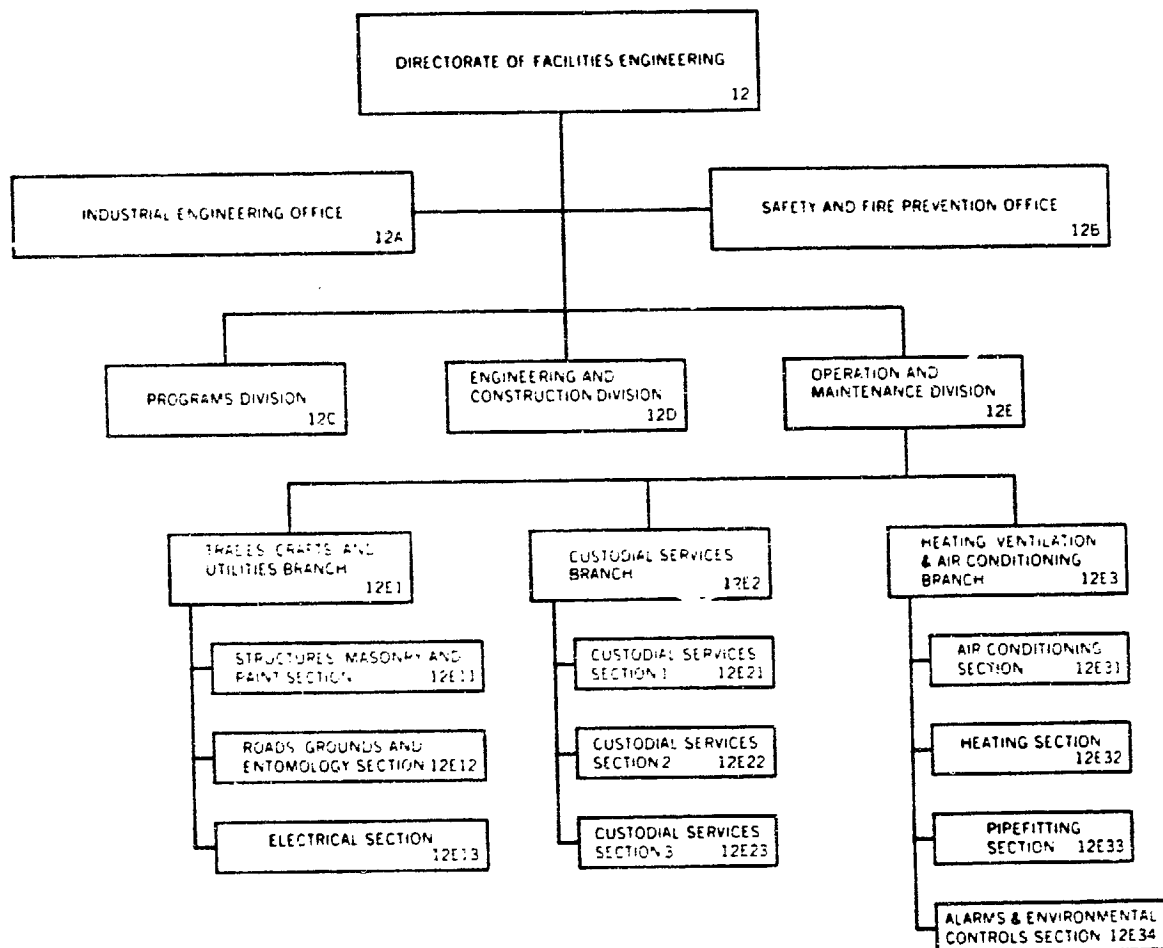
program for the Pre-Program Objectives Memorandum (P/POM) and POM. Maintain staff supervision over the implementation, operation and control of the inventory of all MC&G production equipment data base (Capitol Equipment Data Base).

2. Serve as executive agent in managing the production physical facility requirements. Plan and coordinate all facility modifications based on new equipment/systems. Allocates production/administration space based on AC population.

3. Serves as PP focal point for MC&G contract policy, programming and performance.

4. Serve as office of primary responsibility in the management and operation of the Area Requirements and Product Status, Product Maintenance System (ARAPS/PMS) and provide liaison with other DMA components. Coordinate production of ARAPS/PMS generated reports and associated graphics.

5. Manage the DMA operational equipment information system (DMIS/E) and the DMA operational management information systems (DMIS/P). Maintain the Center's Integrated Status Reporting System (ISRS) of the DMIS/P.





MISSION. Manage the Real Property Maintenance Activities (RPMA) Program for the Center and its Geographical Separated Units. Included in the RPMA Program is the operation of the physical plant and its utility systems; maintenance, repair, and alternation of existing facilities; site preparation; construction of new facilities, fire prevention; and safety. In addition, manage the energy conservation and environmental protection program.

12A      INDUSTRIAL ENGINEERING OFFICE

MISSION. Provide industrial engineering services to all elements of the Directorate of Facilities Engineering and, as requested, to other elements.

FUNCTIONS.

1. Assist all elements of the Facilities Engineering Directorate in maintaining and improving physical facilities in a state of good serviceability through efficient and economic use of all resources by applying the tools, techniques and methods of industrial engineering.

2. Perform quality control evaluation of all work accomplished by Facilities Engineering personnel.

3. Evaluate Facilities Engineering work force, facilities, equipment, programs and procedures for adequacy and effectiveness; recommend corrective action.

4. Provide technical support in industrial engineering field and coordinate with other Center organizations.

5. Implement and monitor the data automation of Facilities Engineering records, systems and procedures.

6. Perform all word processing work for the Facilities Engineering Directorate.

12B      SAFETY AND FIRE PREVENTION OFFICE

MISSION. Develop and implement the Occupational Safety, Environmental Health, and Fire Prevention programs.

FUNCTIONS.

1. Advise the Director and his staff on all matters pertaining to safety and mishap prevention.

2. Originate and manage the Center Occupational Safety and Environmental Health and Fire Protection programs.

3. Manage the hazard, mishap investigations and reporting system; review and analyze mishap and hazard reports to determine cause factors; direct corrective action to preclude recurrence.
4. Manage the safety training program for senior officials, supervisors, employees, employee representatives and safety and health officials.
5. Monitor the installation Environmental Protection Program.
6. Advise functional managers in the formation and guidance of their Occupational Safety, Health and Fire Protection committees.
7. Provide group/individual consultation on Occupational Safety and Health Act matters.
8. Maintain the Hazardous Materials Information System.
9. Conduct occupational safety and environmental health inspections and audits.
10. Coordinate with other federal, state, county and municipal agencies on occupational safety, health, fire protection, and environmental matters.
11. Coordinate with functional managers, medical and personnel officials in establishing criteria for placement of employees.
12. Actively participate in the Greater St. Louis Field Federal Safety and Health Council.
13. Coordinate with the Directorate of Logistics and Facilities Engineering in the plans, specifications and procurement of equipment and supplies.
14. Adapt, interpret, and originate where necessary, directives, standards, regulations and suggestions for control of local conditions.
15. Coordinate with Facilities Engineers and other service organizations in the plans and specifications for new construction as well as for the maintenance and repair of facilities and installed equipment.
16. Monitor the Meritorious Award Program for outstanding contributions to mishap prevention by eligible personnel, organizations, or elements.
17. Advise the Claims Officer on mishaps having probability of claims for or against the Government.
18. Advise the Accountable Property Officer of Safety aspects involving Reports of Surveys resulting from mishaps.
19. Prepare and submit required reports to DMA.

20. Maintain control of non-ionizing radiation sources, including usage, handling, storage, transportation, exposure of personnel and shielding as required.

21. Provide staff guidance and evaluate the program for training, licensing, and testing of military and civilian operators of Government vehicles and equipment.

22. Develop and direct the installation fire prevention program; conduct inspections of facilities, fire fighting equipment and systems.

23. Provide technical assistance to design engineers in the interpretation and application of fire prevention criteria.

24. Maintain necessary records and a library for fire protection/prevention matters.

25. Formulate and coordinate fire safety and emergency plans with local authorities.

26. Coordinate the activities of the Emergency Medical Services

#### 12C      PROGRAMS DIVISION

MISSION. Manage all Facilities Engineering financial matters; manage the installation real estate management and facilities utilization programs; compile Facilities Engineering cost data; develop, prepare and submit the Military Construction Programs (MCPs), family housing programs, Facilities Engineering financial plans and budget estimates, annual and in-service work plans, operation and maintenance programs including site preparation and non-appropriated funds programs; authorize the accomplishment of all work to be performed under Facilities Engineering jurisdiction, obtain materials required for accomplishing approved in-house work.

#### FUNCTIONS.

1. Prepare and maintain the maintenance repair and minor construction program and Family Housing and Real Property Maintenance Activities Reports; prepare O&M, MCP and MFH program documents, DD Forms 1391.

2. Obtain materials necessary for accomplishment of Facilities Engineering work through Base Supply and Contracting.

3. Accumulate all O&M and MFH costs of labor, general supply and materials, contracts and utilities on all active work orders and projects by cost account code.

4. Prepare FE's annual financial plans and budget estimates, maintain liaison with Comptroller on financial position of current plan.

5. Inspect facilities for maintenance and repair requirements in the development of maintenance and repair contract programs.

6. Make on-site inspection of proposed work to determine layout, measurement, material, equipment and other essential data.
7. Prepare cost estimates for work requested, including the ordering of materials.
8. Develop, prepare and submit five-year MCP and operation and maintenance programs for inclusion in the DMA Program Objectives Memorandum (POM).
9. Administer service contracts for purchased utilities, fuel, oil, elevator and custodial.
10. Prepare agenda, make presentations and serve as recorder of the Facilities Board, Space Panel and Work Review Panel.
11. Perform Family Housing Manager duties, such as, change of occupancy inspections and establishing policy and procedures.
12. Provide material usage and cost information as required.
13. Maintain facility utilization graphics illustrating current and programmed utilization of space in support of MCP and operation and maintenance (O&M) projects.
14. Perform physical space studies and implement space allocations.
15. Provide Facilities Engineering input to the Interservice Support Agreements for all GSUs and tenants.
16. Prepare and coordinate historically significant reports with the Missouri State Park Board, HQ USAF and President's Advisory Council on Historic Preservation on buildings that are identified on the National Register of Historic Places.
17. Develop and maintain monthly in-service work plan and work plan control room charts; adjust monthly programs, as required, to facilitate scheduling and work accomplishments; process work requests from using agencies and materials requisitions.
18. Prepare and maintain an auditable real property account, maintain a quantitative and monetary capital asset account; prepare and maintain the "USAF Real Property Inventory Detail List" and prepare Real Property Reports. Initiate real property acquisition and disposal actions.
19. Compute annual cost per square foot for operating and maintaining each building in order to determine rental and utilities charges for space occupied by tenant organizations.
20. Serve as the initial point of contact with SPOEM and STS officials to input engineering information for segment managers.

MISSION. Prepare technical data, engineering studies and evaluations of facilities and systems in support of mission requirements and Facilities Engineering plans and programs; provide technical assistance in development of the military construction, operation and maintenance programs and the long range work plans of the Facilities Engineering activity.

FUNCTIONS.

1. Develop the technical provisions of utilities contracts and assist Procurement Officer in the negotiation of utilities contracts.
2. Maintain current file of drawings for all real estate facilities; perform drafting and land surveying.
3. Coordinate engineering activities with construction agencies and higher authority.
4. Exercise Facilities Engineering responsibilities for the accomplishment of work by contract.
5. Provide engineering assistance, as required, on work requests processed by Programs Division for in-house accomplishment.
6. Provide basic design data and review plans and specifications for operation and maintenance projects selected for architect/engineering design.
7. Prepare Statement-of-Work, Fee Estimates and notices for the Commerce Business Daily, when required.
8. Assist in architect/engineering contract negotiations.
9. Provide engineering analysis and assistance, when required, to evaluate employee submitted suggestions via the Incentive Awards Program.
10. During the design phase of projects, ensure that energy conservation, pollution control and environmental impact measures, fire prevention and safety are taken into consideration.
11. Provide engineering assistance on matters involving corrosion control.
12. Provide surveillance of military construction projects and participate in meetings with the Corps of Engineers, project engineer and MCP contractors.
13. Assist in the determination of need and develop the technical provisions for service contracts and monitor service contracts.
14. Provide engineering design for O&M projects.

15. Provide engineering support to tenants and GSUs.

16. Develop criteria and project booklets for Military Construction Program.

17. Review engineering designs and participate in design review meetings during the development of design for Military Construction Program.

18. Responsible for the accomplishment of mission equipment site preparation design, construction, and installation.

19. Provide necessary technical assistance in formulation of future mission facility requirements.

20. Responsible for complete and thorough review of all projects whether designed in-house, by Architect-Engineer firms or other Government agencies.

#### 12E OPERATION AND MAINTENANCE DIVISION

MISSION. Manage the activities of the Trades, Crafts and Utilities Branch; the Custodial Services Branch, and the Heating, Ventilation and Air Conditioning Branch.

#### FUNCTIONS.

1. Coordinate with other facilities engineers and installation elements on matters of repair, maintenance, operations and minor construction requirements.

2. Operates the service call system for maintenance and repair service.

3. Operates Energy Monitoring and Control Systems (EMCS) console which provides systems surveillance and control for temperature, humidity, etc. in all areas of AC facilities. Develop and review energy system to ensure optimum use of energy resources.

4. Operate and maintain heating, air conditioning and control systems for real property.

#### 12E1 TRADES, CRAFTS AND UTILITIES BRANCH

#### FUNCTIONS.

Manage the activities of the Structure, Masonry and Paint Section; Roads, Grounds and Entomology Section; and Electrical Section.

12E11    STRUCTURES, MASONRY AND PAINT SECTION

FUNCTIONS.

1. Accomplish new construction carpentry work, structural alterations, maintenance, repair and masonry work.
2. Accomplish glazing and painting of facilities and equipment.

12E12    ROADS, GROUNDS AND ENTOMOLOGY SECTION

FUNCTIONS.

1. Maintain, repair, and improve roads and grounds including landscape planting, pavements, and all drainage systems.
2. Install and maintain directional signs, markers, and traffic safety devices.
3. Clean and remove ice and snow from pavements and walkways.
4. Accomplish insect and rodent control.
5. Accomplish excavation for other shops.

12E13    ELECTRICAL SECTION

FUNCTIONS.

1. Operate, maintain, and repair electrical power and emergency power systems for real property.
2. Accomplish new construction of electrical power and lighting systems.

12E2    CUSTODIAL SERVICES BRANCH

FUNCTIONS.

Manage and direct the Custodial Service activities.

12E21    CUSTODIAL SERVICES SECTION 1

12E22    CUSTODIAL SERVICES SECTION 2

12E23    CUSTODIAL SERVICES SECTION 3

FUNCTIONS.

The functions of these sections are identical as follows:

1. Accomplish regular custodial services required to maintain all buildings.

2. Collect and deliver operational refuse to appropriate disposal points.

3. Clean and maintain restrooms.

4. Perform custodial services for any special areas.

#### 12E3      HEATING, VENTILATION AND AIR CONDITIONING BRANCH

##### FUNCTIONS.

Manage the activities of the Air Conditioning Section; Heating Section; Pipefitting Section; and Alarms and Environmental Controls Section.

#### 12E31      AIR CONDITIONING SECTION

##### FUNCTIONS.

Operate, maintain and repair air conditioning, refrigeration and pneumatic systems.

#### 12E32      HEATING SECTION

##### FUNCTIONS.

1. Operate and maintain steam boiler plants heating systems, and steam distribution systems.

2. Determine fuel requirements.

#### 12E33      PIPEFITTING SECTION

##### FUNCTIONS.

1. Maintain and repair plumbing systems including fixtures and equipment, water and sewer distribution systems, central vacuum systems, sprinkler systems, compressed air system, and other piping and related equipment.

2. Accomplish site preparation for mission equipment and new construction work.

3. Maintain and repair piping for low pressure steam and distribution systems, and domestic and processed water.

4. Fabricate, repair, weld, and install sheet metal and metal components.



12E34    ALARMS AND ENVIRONMENTAL CONTROL SECTION

FUNCTIONS.

1. Maintain and repair security alarm systems and fire alarm/smoke detection systems which are components of real property equipment as systems.
2. Maintain and repair electronic/pneumatic controls and systems which are components of real property equipment or systems.

MISSION. Plan and conduct programs to inform personnel of the assigned mission, inform the public about AC and promote harmonious relations with the community.

FUNCTIONS.

1. Manage the Internal Information Program to inform personnel of the assigned mission and management policies of the agency.

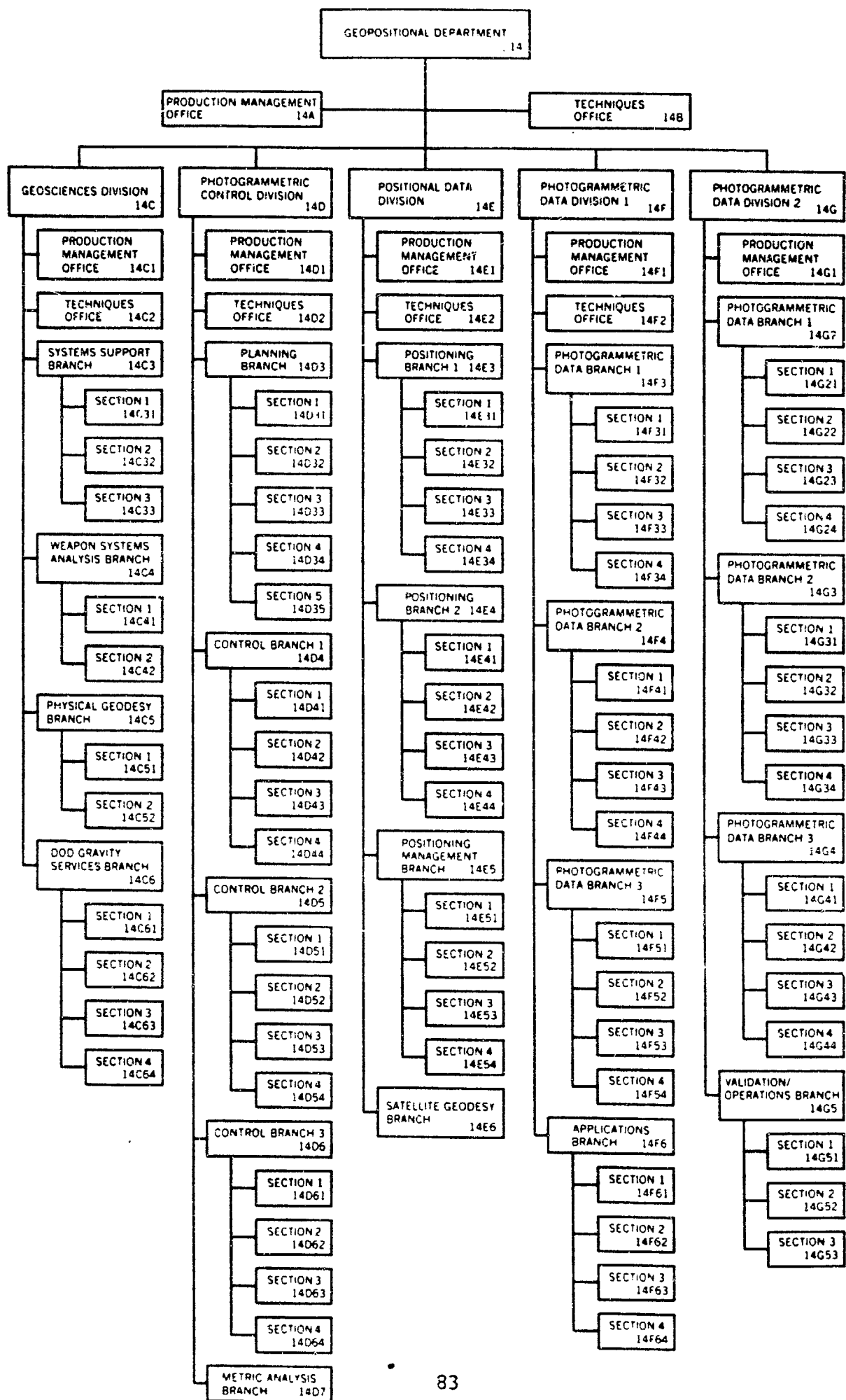
2. Provide review of information for security, legal liability of government, proprietary rights of individuals, policy and public relations factors.

3. Responsible for the development and management of the Public Information Program to inform the public about the Aerospace Center and to promote harmonious relations with the community.

4. Advise the Director, staff personnel, line personnel on all matters pertaining to information activities, including attitudes and reactions of external public to information program.

5. Provide support to the HQ DMA Office of Public Affairs as requested. In coordination with HQ DMA(PA), participate in the overall DMA Public Affairs Program.

6. Manage and administer the Freedom of Information Act Program; determine document releasability under the Act; and serve as primary advisor to the initial denial authority.



MISSION. Provide geodetic and geophysical data support and error analyses for testing and operational use of DoD manned and unmanned weapon systems; derive satellite ephemerides; reduce satellite altimetric data; maintain and operate the DoD Gravity Library; develop evaluated photogrammetric control and produce point position data bases to support DMA production and DoD operational requirements; provide stereophotogrammetric compilations in graphic and digital format to support advanced aerospace and navigational systems, and simulator applications; and determine precise geodetic positions for installations and associated points in support of strategic and tactical weapon systems.

14A      PRODUCTION MANAGEMENT OFFICE

MISSION. Develop, implement and control department production programs.

FUNCTIONS.

1. Analyze assigned Department production programs and manpower and develop Department production plans for Division operations.
2. Establish Department production rates and schedules in accordance with plans and monitor progress; establish and monitor Department production priority.
3. Review and validate Divisions' production time standards and develop consolidated Departmental standards.
4. Recommend maintenance and provide input requirements for production management and control system; validate overtime requirements; implement and monitor the Department management review and improvement program.
5. Develop and monitor Departmental production systems, processes and procedures; prepare and maintain Department standard operating instructions; manage Department quality control system; develop Department product specifications.
6. Prepare and maintain the Department budgets for technical equipment and technical services; monitor the Department equipment and facilities utilization.
7. Implement and monitor Department and security policies and procedures; monitor employee suggestion program.
8. Prepare basic contract proposals; monitor and control department contract programs.
9. Prepare Department annual training plan, develop technical training outlines, schedule and monitor technical training for Department personnel.

14B      TECHNIQUES OFFICE

MISSION. Develop, support and improve production capabilities through the application of technology.

FUNCTIONS.

1. Formulate Department technical objectives, evaluate current capabilities and direct and monitor Department technical activities required to achieve these objectives.

2. Perform analysis and planning to ensure the integration of planned Department technical processes into the production system. Included is the definition of resources, manpower, and training associated with the technical objectives.

3. Research, evaluate and direct Department technical studies in the fields of cartography, photogrammetry, radargrammetry image processing, geodesy, geophysics, astronomy and scientific computing and information processing for application to Department production.

4. Provide technical liaison and support development projects with other Center organization elements, HQ DMA and the mapping, charting and geodesy community; perform staff studies and evaluate technical proposals for the Department.

5. Direct the Department related DMA research and development program, including developing requirement statements for hardware, software and studies; coordinating on Department related technical development program items, developing requirement specifications, participating in in-process reviews and directing test and evaluation. Coordinate with other Departments on technical product/data interfaces and specifications; direct development of experimental and prototype Department products.

6. Direct the development of systems design specifications for new currently available capabilities and direct the certification of newly acquired or developed Department production systems software/equipment performance.

14C      GEOSCIENCES DIVISION

MISSION. Review proposed DMA geodetic and geophysical (G&G) programs, evaluate against required Division actions and contribute to the programs as necessary; provide G&G data support and error analysis for testing and operational use of DoD manned and unmanned weapon systems; conduct studies for strategic and tactical weapon systems G&G requirements; maintain the DoD Gravity Library and coordinate the DMA Aerospace Center gravity program with appropriate DMA components; develop a gridded data bank for altimetric geoid data and use the data for product improvement; develop Division technical objectives in coordination with the Department Techniques Office; develop techniques and capabilities to satisfy these objectives; plan for hardware and software; develop DMA generated G&G related software (as required) in support of test ranges and other qualified requesters.

#### 14C1      PRODUCTION MANAGEMENT OFFICE

##### FUNCTIONS.

1. Analyze assigned Division production programs and develop and implement production plans based on job requirements; monitor production schedules and recommend to Department Production Management Office any changes required by utilization.

2. Develop Division product time standards; operate Division's Production Management and Information System; provide record management for Division management improvement programs.

3. Design, implement and monitor Division production systems, processes and procedures; prepare and maintain Division Operating Instructions.

4. Prepare and maintain procedures for use of technical equipment and software; develop and implement quality control standards and inspection systems; design and monitor specialized technical training programs.

#### 14C2      TECHNIQUES OFFICE

##### FUNCTIONS.

1. Develop Division technical objectives in coordination with the Department; develop techniques and technical capabilities to satisfy objectives and Division production assignments. Develop system design and specifications for new capabilities; design plans for the evaluation and implementation of new capabilities into Division production; provide technical advisory services.

2. Research, evaluate and perform Division technical studies in the fields of geodesy, geophysics, navigation and missile guidance for application to Division production.

3. Determine methods for the statistical combination of various satellite and surface gravity data for earth gravitational model development.

#### 14C3      SYSTEMS SUPPORT BRANCH

##### FUNCTIONS.

Provide support in terms of mathematical analysis and subsequent software development and ADP processing for Division assigned G&G projects and gravity data base management.

#### 14C31    SECTION 1

##### FUNCTIONS.

1. Develop mathematical equations and models for procedures of a scientific and technical nature.

2. Conduct interdisciplinary and scientific studies involving the development of mapping, charting and geodetic algorithms.

3. Function as liaison between the Scientific Data Department and Geosciences Division scientific programmers.

4. Provide systems analysis and systems support for the Divisions's computers.

5. Provide consultant services to the Division in areas of software and hardware capabilities of the Branch.

14C32    SECTION 2

14C33    SECTION 3

The functions of each section are identical as follows:

1. Provide data base management, data encoding and digitization services.

2. Administer Division ADP equipment, VAX 11/780, UNIVAC 1162, UNISCOPE 200, Cal Comp plotter, etc.

3. Monitor equipment performance against Division requirements, identify shortfalls and submit appropriate documentation to establish requirements and funding.

4. Identify hardware requirements, specifications, and appropriate documentation to support procurement action.

14C4    WEAPON SYSTEMS ANALYSIS BRANCH

FUNCTIONS.

Formulate G&G data requirements for various operational and developing strategic and tactical weapon systems.

14C41    SECTION 1

14C42    SECTION 2

The functions of each section are identical as follows:

1. Conduct G&G studies in support of DoD, NATO and U.S. international commitments.

2. Provide information on the use of the error theory principles for G&G data analysis.

3. Design appropriate mathematical models to determine the effect of anomalous gravity on Inertial Navigation Systems; determine data requirements to support all systems.

4. Formulate data requirements and provide authentication of all G&G data used in weapon systems analysis on all the test ranges.

5. Develop error correlation processes as applied to mobile and fixed based weapon systems.

6. Study concepts of terminal guidance to assess weapon systems requirements.

#### 14C5      PHYSICAL GEODESY BRANCH

##### FUNCTIONS.

Provide technical assistance in the development of mean gravity anomalies, in the exploitation of satellite radar altimetry data, and in the development and preparation of G&G products to support testing and operational use of DoD weapon systems.

#### 14C51      SECTION 1

##### FUNCTIONS.

1. Analyze and process all relevant GEOS-3 and SEASAT-1 satellite radar altimetry data, including those passes which have not or will not be pre-processed to geoid profiles and deflections of the vertical by the Naval Surface Weapons Center.

2. Maintain a library of GEOS-3, SEASAT-1 and GEOSAT derived geoid heights and deflections of the vertical for DoD applications.

3. Construct and maintain a gridded data base of geoid heights derived from the GEOS-3, SEASAT-1 and GEOSAT satellites.

4. Produce mean gravity anomalies for ocean areas for which there is satellite altimetry data coverage and assist other Division elements in merging this data with ship and land survey data for expanding knowledge of the worldwide gravity anomaly field and improving the earth gravitational mode.

5. Calculate accuracy values as required for products generated.

6. Apply altimetry results derived over land to the solution of G&G problems.

7. Provide satellite altimetry data and products to DoD users and to non-DoD users whose requests have been approved by HQ DMA.

#### 14C52      SECTION 2

##### FUNCTIONS.

1. Calculate point mass data sets, gravity disturbance components and other G&G products and associated accuracies, as requested, and provide to DoD users.



2. Recommend acquisition of related G&G data and develop techniques for the systematizing and processing of the data.

3. Calculate accuracy values as required, for the products generated.

4. Compute World Geodetic System parameters in support of DoD requirements and recommend World Geodetic System parameter changes and revisions.

#### 14C6 DOD GRAVITY SERVICES BRANCH

##### FUNCTIONS.

Provide technical knowledge and guidance on gravimetry and evaluated gravity data for DMA, AC and other DoD agencies.

#### 14C61 SECTION 1

#### 14C62 SECTION 2

Identical functions are performed by each section as follows:

1. Prepare criteria for and evaluate the accuracy of gravity measurements and their anomalies obtained by land, marine and airborne survey systems; prepare summaries of the density, distribution and validity of data; prepare plans and establish accuracy specifications for additional gravity data; determine when DoD gravity requirements are satisfied.

2. Maintain an integrated world gravity base system and relate all anomalous gravity data to this system.

3. Supply input data for use in earth gravitational model development.

#### 14C63 SECTION 3

##### FUNCTIONS.

1. Collect, analyze and maintain reference files of gravity data, publications, documents, anomaly maps and mean anomalies; prepare and maintain catalogs, lists and graphical indexes of gravity material in the DoD Gravity Library, maintain alternate gravity depository.

2. Participate in the DoD gravity collection program and arrange agreements with state and private organizations, U.S. government agencies and foreign governments to obtain gravimetric data.

3. Service requests for gravity data, mean anomalies and evaluated gravity documents and maps; prepare special gravity plots, maps and listings.

14C64    SECTION 4

FUNCTIONS.

1. Develop mean gravity anomalies to support DoD weapon systems.
2. Develop new and evaluate existing gravity anomaly calculation techniques and error analysis processes.
3. Apply gravity correlations to the prediction of gravity anomalies in areas of sparse or no gravity coverage and to the improvement of completed anomalies in other areas.

14D        PHOTOGRAMMETRIC CONTROL DIVISION

MISSION. Develop evaluated point positional data for DoD graphic/digital data compilations and point position data bases (deployable and non-deployable) by analytical photogrammetric reduction methods; produce LORAN predictions and calibrations; perform extraterrestrial photogrammetric reductions; develop Division technical objectives in coordination with the Department Techniques Office; develop techniques and capabilities to satisfy these objectives; plan for hardware and software; develop procedures and training required to implement technical advances.

14D1      PRODUCTION MANAGEMENT OFFICE

FUNCTIONS.

1. Analyze assigned production programs and develop and implement production plans based on job requirements; monitor production schedules and recommend any changes required by unprogrammed assignments; schedule manpower and equipment and monitor utilization.
2. Develop Division product time standards; operate the Division's Production Management and Information System; provide record management for Division management improvement programs.
3. Design, implement and monitor Division production systems, processes and procedures; prepare and maintain Division Operating Instructions.
4. Prepare and maintain procedures for use of technical equipment and software; develop and implement quality control standards and inspection systems; design and monitor specialized technical training programs.
5. Design and develop computer programs that control photogrammetric reduction equipment.

FUNCTIONS.

1. Develop technical objectives; develop techniques and technical capabilities to satisfy objectives; plan for research and development required to provide technical capability.

2. Perform technical development required to support production assignments; develop system design and specifications for new capabilities; design plans for and direct acceptance and evaluation testing of hardware and software; establish plans for implementation of new capabilities into production; design, develop and implement mini-computer software used with photogrammetric reduction equipment; provide technical advisory services.

3. Research, evaluate and perform technical studies in the fields of photogrammetry, image processing, and computing and information processing.

4. Provide the same technical functions to the Positional Data Division.

14D3      PLANNING BRANCH

FUNCTIONS.

Manage the activities involved in the development of technical production plans.

14D31      SECTION 1

14D32      SECTION 2

14D33      SECTION 3

14D34      SECTION 4

14D35      SECTION 5

The functions of each section are identical as follows:

1. Perform detailed analysis of source materials and develop technical production plans.

2. Initiate requests for new source materials when needed.

3. Provide initial job cost estimates and source packages.

4. Prepare and quality control deployable point position data base materials.

14D4     CONTROL BRANCH 1

FUNCTIONS.

Manage the activities involved in the development of point positioning data and point positioning data bases.

14D41    SECTION 1

14D42    SECTION 2

14D43    SECTION 3

14D44    SECTION 4

The functions of each section are identical as follows:

Develop evaluated point position data for DoD graphic/digital data compilations, point positioning data bases, extra-terrestrial control networks and LORAN calibrations.

14D5     CONTROL BRANCH 2

FUNCTIONS.

Manage the activities involved in the development of point positioning data and point positioning data bases.

14D51    SECTION 1

14D52    SECTION 2

14D53    SECTION 3

14D54    SECTION 4

The functions of each section are identical as follows:

Develop evaluated point positioning data for DoD graphic/digital data compilations, point positioning data bases, extra-terrestrial control networks and LORAN calibrations.

14D6     CONTROL BRANCH 3

14D61    SECTION 1

14D62    SECTION 2

14D63    SECTION 3

14D64    SECTION 4

The functions of this Branch are identical to those of Control Branch 1 and 2 (14D4 and 14D5).

14D7     METRIC ANALYSIS BRANCH

FUNCTIONS.

Operate a dedicated mensuration and computing facility to perform periodic metric assessments of the mapping support data.

14E     POSITIONAL DATA DIVISION

MISSION. Derive short and long arc ephemerides and generate positional data to support production specifications/requirements for various point positioning programs; develop Division technical objectives; develop capabilities to satisfy these objectives; plan for hardware and software; develop procedures and training required to implement technical advances; perform ephemeris evaluations; and manage the Positional Data File.

14E1     PRODUCTION MANAGEMENT OFFICE

FUNCTIONS.

1. Review, assign and monitor priority as well as routine production assignments and develop and implement production plans based on requirements; monitor production schedules and recommend any changes required by unprogrammed assignments; analyze manhour expenditures and point program completions and develop/revise production standards as may be required; schedule manpower.

2. Develop, prepare, and monitor quality control standards, production procedures, flow process charts, and inspection checklists.

3. Operate the Division's Production Management and Information System; prepare Production Plan Summary and Branch Production Summary.

4. Coordinate development of Division technical objectives with Department and other Division techniques staff, conduct skills inventory and assess training needs compatible with technical objectives.

5. Prepare and maintain procedures for use of technical equipment and software.

14E2     TECHNIQUES OFFICE

FUNCTIONS.

1. Develop technical objectives; develop techniques and technical capabilities to satisfy objectives; plan for research and development required to provide technical capability.

2. Perform technical development required to support production assignments; develop system design and specifications for new capabilities; design plans for and direct acceptance and evaluation testing of hardware and software; establish plans for implementation of new capabilities into production; design, develop and implement

mini-computer software used with photogrammetric reduction equipment; provide technical advisory services.

3. Research, evaluate and perform technical studies in the fields of photogrammetry, image processing, and computing and information processing.

4. Provide the same technical functions to the Positional Data Division.

14E3      POSITIONING BRANCH 1

FUNCTIONS.

Manage the activities involved in the development of geodetic coordinates and special positioning data bases.

14E31      SECTION 1

14E32      SECTION 2

14E33      SECTION 3

14E34      SECTION 4

The functions of each section are identical as follows:

1. Develop evaluated geodetic coordinates and supporting data required by strategic and tactical weapons systems.

2. Prepare special purpose positioning data bases for determining target positions and supporting data.

3. Provide target coordinates on a quick response basis as requested by operating commands.

4. Provide geodetic control for chart production.

14E4      POSITIONING BRANCH 2

14E41      SECTION 1

14E42      SECTION 2

14E43      SECTION 3

14E44      SECTION 4

The functions of this Branch are identical to those of Positioning Branch 1 (14E3).

## 14E5      POSITIONING MANAGEMENT BRANCH

### FUNCTIONS.

1. Manage the activities involved in the development of geodetic coordinates and special positioning data bases.

2. Manage the activities of the branch involved in the review, storage processing, retrieval, dissemination and release of point positioning data.

3. Manage the activities of the Branch involved in developing and evaluating geodetic positioning information, orientation parameters and special positioning data bases.

### 14E51      SECTION 1

### 14E52      SECTION 2

The functions of each section are identical as follows:

Develop evaluated point positioning data for DoD graphic/digital data compilations special point positioning data bases and test and evaluation of the capability of new source material acquisitions.

### 14E53      SECTION 3

### FUNCTIONS.

1. Provide production planning support for all point positioning programs.

2. Provide quality review of all point positioning products.

3. Prepare all points positioning products for final release.

### 14E54      SECTION 4

### FUNCTIONS.

1. Manage the Positional Data File comprising the National Target Base (NTB), Radar Fix Points (RFP), Offset Aiming Points (OAPS), Pershing Targets, USAFE and FICURELANT Target and associated points, Domestic Training Points, and the Global Reconnaissance Support (GRS). Serve as the AC/DMA/DoD file manager by generating, maintaining, retrieving, graphically displaying and disseminating data from these bases; internally within Center users, externally with other elements of DMA, SAC, JSTPS, DIA AFSC/SD, UK and various unified and specified command elements.

2. Serve as the executive agent for the system and coordinate with the affected command or agency as required. Provide coordination, technical direction, system analysis programming and automatic data processing service relating to system operations for the various data bases and such other information data bases as are implemented.

3. Engineer and develop new computer programs to satisfy Quality Control, commonality and production assignments; monitor and define course acquisition; programming and managing the Integrated Analytical Photogrammetric Reduction and Production Management System; Testing and Evaluation of programs written outside the Division.

4. Serve as the Geopositional Department focal point for determining computer time requirements associated with data base support.

#### 14E6      SATELLITE GEODESY BRANCH

##### FUNCTIONS.

1. Provide technical assistance in the application of dynamic and geometric satellite geodesy.

2. Develop techniques for applying satellite data to earth gravitational model development, procedures for performing precision long arc satellite orbital reductions and force modeling; perform orbital error analysis, evaluate tracking data accuracies and establish requirements for earth gravitational model development and geocentric positioning.

3. Develop procedures for the removal of observational and environmental errors from satellite data used in earth gravitational model development and geocentric positioning.

4. Derive and evaluate satellite ephemerides (both short and long arc) and specialized analysis to support the determination of target positions using the CELEST computer program.

5. Determine methods for the statistical combination of various satellite and surface gravity data for earth gravitational model development.

6. Develop techniques for applying satellite tracking data for relative geodetic positioning problems using geometric and short arc dynamic methods.

7. Pre-process, evaluate and collect satellite data for geodetic applications.

#### 14F      PHOTOGRAMMETRIC DATA DIVISION 1

MISSION. Provide stereophotogrammetrically compiled data in digital format for support of advanced DoD navigation systems and simulator applications and manuscripts for chart compilations; provide precise digital data and graphics for special studies and products; develop point positioning data for special requirements and digital data programs; develop technical objectives in coordination with the Department Techniques Office for Photogrammetric Data Divisions 1 and 2; develop techniques and capabilities to satisfy these objectives; plan for hardware and software; and develop procedures and training required to implement technical advances. Develop and implement mini-computer software and procedures for Photogrammetric Data Division 1 and 2.



#### 14F1      PRODUCTION MANAGEMENT OFFICE

##### FUNCTIONS.

1. Analyze assigned production programs and develop and implement production plans based on job requirements; monitor production schedules and recommend any changes required by unprogrammed assignments; schedule manpower and equipment and monitor utilization.
2. Develop Division product time standards; operate the Division's Production Management and Information System; provide record management for Division management improvement program.
3. Design, implement, and monitor production systems, processes, and procedures; prepare and maintain Division Operating Instructions.
4. Prepare and maintain procedures for use of technical equipment and software; develop and implement quality control standards; design and monitor specialized technical training programs.
5. Perform engineering functions that include developing and incorporating advanced hardware/software systems into production.

#### 14F2      TECHNIQUES OFFICE

##### FUNCTIONS.

1. Develop Photogrammetric Data Divisions 1 and 2 technical objectives in coordination with the Department; develop techniques and technical capabilities to satisfy objectives; plan for research and development required to provide technical capability.
2. Perform technical development required to support Photogrammetric Data Divisions 1 and 2 production assignments; develop system design and specifications for new capabilities; design plans for acceptance and evaluation testing of hardware and software; establish plans for implementation of new capabilities into Division production; provide technical advisory services.
3. Research, evaluate, and perform Photogrammetric Data Divisions 1 and 2 technical studies in the fields of photogrammetry, image processing, and computing and information processing for application to production.
4. Assist the Department Techniques Office in providing technical development for the Photogrammetric Data Divisions 1 and 2 and in support of ST studies.

#### 14F3      PHOTOGRAMMETRIC DATA BRANCH 1

##### FUNCTIONS.

Organizes, plans and directs the activities of the branch in the Photogrammetric Data Division 1 which is engaged in the production of

topographic data employing analytical stereophotogrammetric plotting and digital computer systems.

14F31    SECTION 1

14F32    SECTION 2

14F33    SECTION 3

14F34    SECTION 4

The functions of each section are identical as follows:

Produce digital terrain matrices, precision digital terrain elevation data and graphics, point positioning data for special requirements, topographic manuscripts, and special study products.

14F4    PHOTOGRAMMETRIC DATA BRANCH 2

14F41    SECTION 1

14F42    SECTION 2

14F43    SECTION 3

14F44    SECTION 4

FUNCTIONS.

The functions of this Branch are identical to those of Photogrammetric Data Branch 1, (14F3).

14F5    PHOTOGRAMMETRIC DATA BRANCH 3

14F51    SECTION 1

14F52    SECTION 2

14F53    SECTION 3

14F54    SECTION 4

FUNCTIONS.

The functions of this Branch are identical to those of Photogrammetric Data Branch 1 (14F3).

14F6    APPLICATIONS BRANCH

FUNCTIONS.

Manage the activities involved in the development of mini-computer software and the operating systems of the mini-computer hardware.

## 14F61 SECTION 1

### FUNCTIONS.

Control, maintain and implement all computer operating systems for the MODCOMP Central Sites and Edit Processor, the DEC Site and Edit Stations, SPERRY-MODCOMP/SPERRY-DEC local area networks, and all analytical stereoplotters.

## 14F62 SECTION 2

### FUNCTIONS.

Design, develop, maintain, and control all computer programs for the DEC Edit Stations and the DEC Central Site.

## 14F63 SECTION 3

### FUNCTIONS.

Design, develop maintain, and control all computer programs for all analytical stereoplotters.

## 14F64 SECTION 4

### FUNCTIONS.

Design, develop, maintain, and control all computer programs for the MODCOMP Central Sites and Edit Processor.

## 14G PHOTOGRAMMETRIC DATA DIVISION 2

MISSION. Provide stereophotogrammetrically compiled data in digital format for support of advanced DoD navigation systems and simulator applications and manuscripts for chart compilations; provide precise digital data and graphics for special studies and products; develop point positioning data for special requirements and digital data programs; and develop procedures and training required to implement technical advances; monitors and controls operations of VAX computer software development and matrix validation; manage photogrammetric data files and operate mini-computer systems.

## 14G1 PRODUCTION MANAGEMENT OFFICE

### FUNCTIONS.

1. Analyze production programs and develop and implement production plans based on job requirements; monitor production schedules and recommend any changes required by unprogrammed assignments; schedule manpower and equipment and monitor utilization.

2. Develop product time standards; operate the Division's Production Management and Information System; provide record management for Division management improvement program.

3. Design, implement, and monitor production systems, processes, and procedures; prepare and maintain Division Operating Instructions.

4. Prepare and maintain procedures for use of technical equipment and software; develop and implement quality control standards; design and monitor specialized technical training programs.

14G2      PHOTOGRAMMETRIC DATA BRANCH 1

FUNCTIONS.

Organizes, plans and directs the activities of the branch in the Photogrammetric Data Division 2 which is engaged in the production of topographic data employing analytical stereophotogrammetric plotting and digital computer systems.

14G21      SECTION 1

14G22      SECTION 2

14G23      SECTION 3

14G24      SECTION 4

Produce topographic manuscripts, digital data, point positioning data, digital terrain data.

14G3      PHOTOGRAMMETRIC DATA BRANCH 2

FUNCTIONS.

Organizes, plans and directs the activities of the branch in the Photogrammetric Data Division 2 which is engaged in the production of topographic data employing analytical stereophotogrammetric plotting and digital computer systems.

14G31      SECTION 1

14G32      SECTION 2

14G33      SECTION 3

14G34      SECTION 4

The functions of this branch are identical to those of Photogrammetric Data Branch 1 (14G2).

14G4      PHOTOGRAMMETRIC DATA BRANCH 3

FUNCTIONS.

Organizes, plans and directs the activities of the branch in the Photogrammetric Data Division 2 which is engaged in the production of

topographic data employing analytical stereophotogrammetric plotting and digital computer systems.

14G41    SECTION 1

14G42    SECTION 2

14G43    SECTION 3

14G44    SECTION 4

The functions of this branch are identical to those of Photogrammetric Data Branch 1 (14G2).

14G5    VALIDATION/OPERATIONS BRANCH

FUNCTIONS.

Organizes, plans and directs the activities of the Branch which is engaged in the operations of the PASS Central Computer System and Edit System of the IPIN network. Monitors and controls operation of VAX computer, matrix validation, and software development.

14G51    SECTION 1

FUNCTIONS.

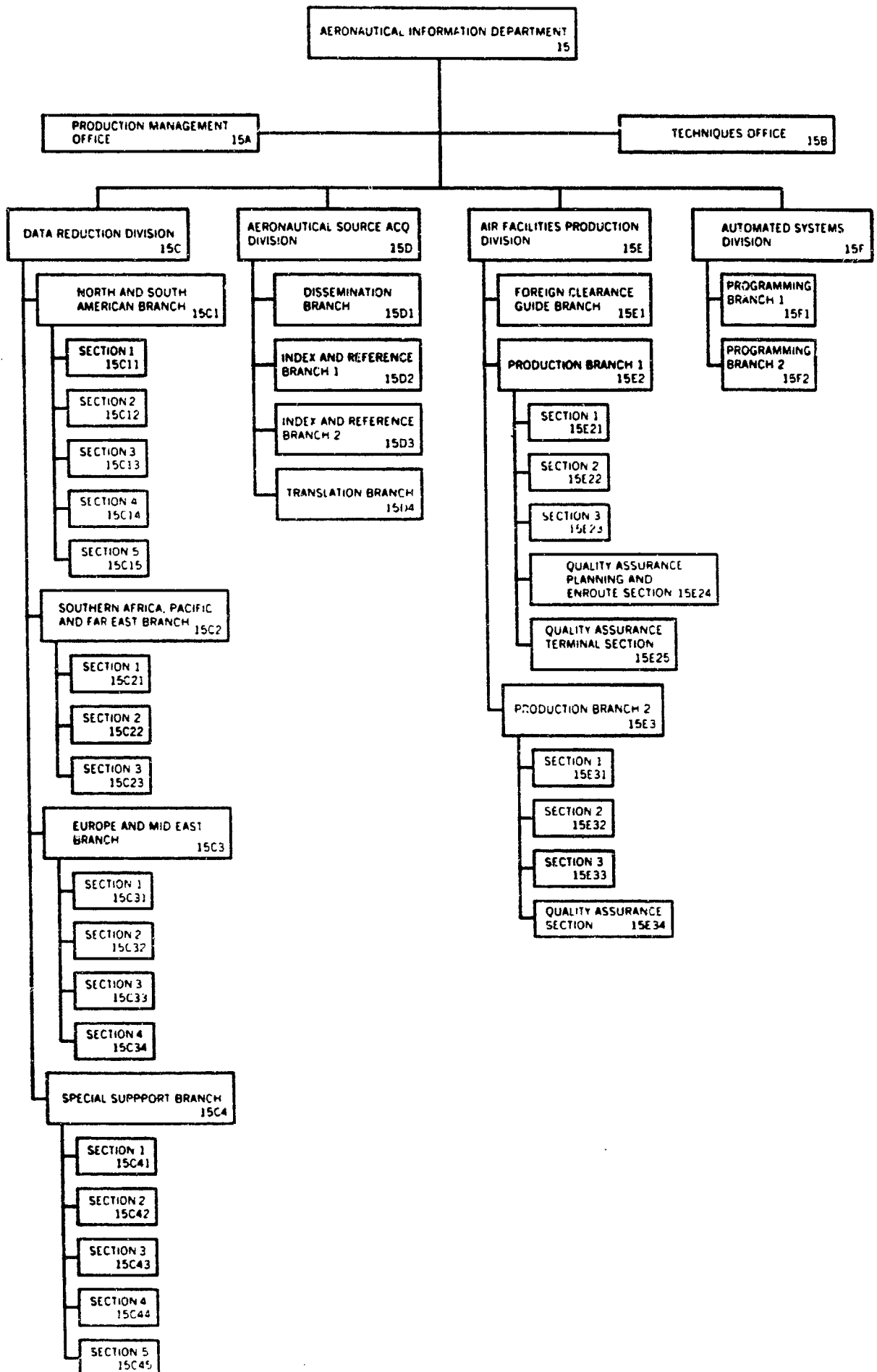
Operate the VAX computer, develop associated software and validation matrix data.

14G52    SECTION 2

14G53    SECTION 3

The functions of Sections 2 and 3 are identical as follows:

1. Operate the central computer system.
2. Manage and maintain the photogrammetric data bases.
3. Manage and maintain the magnetic media library.



15      AERONAUTICAL INFORMATION DEPARTMENT

MISSION. Collect and exploit all source materials to provide aeronautical and flight information data in support of production programs and mission planning for the DMA, DoD, and other agencies. Perform duties and functions as the Delegated Producer for free-world air facilities information. Operate the DoD Library of Free World Air Facilities and Flight Information. Perform quality assessment of aeronautical and flight information products. Manage AD's Quality Assurance/Control activities. Formulate Department quality assurance policy objectives and standards, direct their preparation and inclusion in Department Operating Procedures, regulations and specifications, as appropriate. Evaluate Department quality data for trends and analysis. Perform or supervise random audits to supplement quality data. Keep Department Chief advised of the Department's quality posture. Represent the Department on quality assurance/control matters.

15A      PRODUCTION MANAGEMENT OFFICE

MISSION. Develop, implement and control department production programs.

FUNCTIONS.

1. Analyze production programs and manpower; develop Department production plans for Division operations.
2. Establish production rates and schedules and maintain analysis of expenditures versus plans/programs. Manage the DMA operational production management and equipment information system (DMIS/P and DMIS/E) in the Department; monitor these systems and integrate with Center requirements.
3. Establish, validate and maintain production time standards.
4. Provide cost estimates for unprogrammed assignments and determine impact to programmed requirements; resolve production priority conflicts; validate overtime requirements.
5. Prepare and maintain product specifications and direct implementation. Prepare and coordinate modifications to Department flight information products to meet changing requirements.
6. Prepare and coordinate Standard Operating Procedures.
7. Manage and control contract production programs. Plan and prepare input to contract proposals including specification schedules and technical production requirements and procedures.
8. Establish and manage quality control system for both in-house and commercial contractor production.
9. Coordinate and engineer space requirements and utilization; coordinate equipment utilization and coordinate the input to investment equipment procurement programs.

10. Manage/coordinate the Department Management Improvement Program; implement and monitor the Effectiveness and Productivity Program.

11. Maintain operational interface with Department automated data processing production systems.

12. Develop Department's annual training program; control temporary duty (TDY) utilization; implement and monitor safety and security policies and programs within the Department.

#### 15B      TECHNIQUES OFFICE

MISSION. Develop, support and improve production capabilities through the application of technology.

#### FUNCTIONS.

1. Formulate the technical objectives; evaluate current capabilities; direct and monitor technical activities to achieve these objectives.

2. Perform analysis and planning to ensure the proper integration of current and planned Department manual and automated production processes into an effective and efficient production system.

3. Research, evaluate and direct Department technical studies in the fields of aeronautical information; advanced navigation systems; related automation; information processing for production application.

4. Direct the design and specifications of Aeronautical Data Bases; coordinate with other Departments on intermediate product/data interfaces, specifications and Aeronautical Data Base interfaces; design and develop experimental and prototype outputs from these Data Bases.

5. Provide technical liaison and developmental projects support with other Center organization elements, DMA and the Mapping, Charting and Geodesy community; perform staff studies and evaluate technical proposals for the Department. Provide special technical advisory services.

6. Direct program to identify RDT&E requirements including: developing requirements and specifications for procurement of hardware, software and contract studies; and the design of test and acceptance programs for prototype hardware and software.

#### 15C      DATA REDUCTION DIVISION

MISSION. On a worldwide basis, identify source materials required to develop and maintain a current aeronautical data base; request source collection support from DoD activities; analyze and evaluate source materials; maintain a data base of validated aeronautical information; provide validated data for the production of approved aeronautical information products and programs; provide validated aeronautical data in response to specific DoD requests; and develop and implement a quality



assurance program to ensure that aeronautical information products and programs meet the flight safety, operational and mission requirements of the DoD.

15C1 NORTH AND SOUTH AMERICAN BRANCH

FUNCTIONS.

Within the North and South America Area, identify required source materials; initiate requests for additional source material or information; analyze and evaluate sources; maintain data base of aeronautical information; provide validated aeronautical information for the production of approved DMA products and programs; respond to DoD requests for aeronautical data and comply with quality assurance standards for all products, programs, and services.

15C11 SECTION 1

15C12 SECTION 2

15C13 SECTION 3

15C14 SECTION 4

15C15 SECTION 5

The functions of each section are identical as follows:

1. Identify source and specific aeronautical data requirements; and request DoD activities for collection support.
2. Prepare assessment of source collection reports received from official DoD collectors, provide collection guidance, and forward to the collector.
3. Analyze and evaluate source materials; compile validated aeronautical information on worldwide basis.
4. Input validated aeronautical data on a continuing basis into the automated data base for subsequent use in production of DMA products, programs, or for responses to DoD specific requests.
5. Prepare compilation instructions for the in-house or contractor production of FLIPS and FLIP related products.
6. Assess all changes to aeronautical information for flight safety operational or mission implications, and initiate NOTAMS, Urgent Change Notices, and other similar actions as appropriate.
7. Ensure that all validated flight safety data is processed and submitted in accordance with the quality assurance standards.

15C2      SOUTHERN AFRICA, PACIFIC, AND FAR EAST BRANCH

FUNCTIONS

Within the Pacific, Far East, and Southern Africa Area, identify required source material or information; analyze and evaluate sources; maintain data base of aeronautical information; provide validated aeronautical information for the production of approved DMA products and programs; respond to DoD requests for aeronautical data and comply with quality assurance standards for all products, programs, and services.

15C21      SECTION 1

15C22      SECTION 2

15C23      SECTION 3

The functions of each section are identical to 15C1 Sections.

15C3      EUROPE AND MID EAST BRANCH

FUNCTIONS.

Within the Europe, Mid East, and Northern Africa Area, identify required source materials; initiate requests for additional source material or information; analyze and evaluate sources; maintain data base of aeronautical information; provide validated aeronautical information for the production of approved DMA products and programs; respond to DoD requests for aeronautical data and comply with quality assurance standards for all products, programs, and services.

15C31      SECTION 1

15C32      SECTION 2

15C33      SECTION 3

15C34      SECTION 4

The functions of each section are identical to 15C1 Sections.

15C4      SPECIAL SUPPORT BRANCH

FUNCTIONS.

Manage the analysis, evaluation and reduction of air facilities data for the assigned area of responsibility.

15C41      SECTION 1

15C42      SECTION 2

15C43      SECTION 3

15C44    SECTION 4

15C45    SECTION 5

The functions of each section are identical to 15C1 Sections.

15D        AERONAUTICAL SOURCE ACQUISITION DIVISION

MISSION.    Manage aeronautical source material acquisition for the Aeronautical Information Department in support of all DMA produced aeronautical and flight information products and air facilities data bases; translate aeronautical foreign language material. Manage the DoD centralized data library for Free World Air Facilities and Flight Information.

FUNCTIONS.

1. Manages the assignment and deletion of Free World Airfield Basic Encyclopedia Numbers (BENOs).
2. Manages and assures the timely receipt and distribution of Critical Flight Information Source from the U.S. Army, Navy, Air Force, FAA, and Foreign Countries.
3. Performs quality review on Intelligence Information entry into the Automated Air Facilities Information File (AAFIF) as derived from Intelligence Reports.
4. Performs weekly update of JCS, Special Interest Airfield File, maintained by the JCS Headquarters.

15D1        DISSEMINATION BRANCH

FUNCTIONS.

1. Assemble and prepare in final format special information requirements for a given piece of information originating with the appropriate geographic area Air Information Specialist.
2. Disseminate source material to elements of DMA and AC.
3. Prepares and updates the Aeronautical Information Department input to the DoD Catalog of Aeronautical Charts.

15D2        INDEX AND REFERENCE BRANCH 1

FUNCTIONS.

1. Maintains Exchange Agreements, Subscriptions, Accounts and Associated Files and control cards on aeronautical and intelligence materials required, received and distributed.

2. Maintains control and locator cards, indexes, files and stores and retrieves aeronautical source material received and used by the Aeronautical Information Department. Maintains source material folders for individual airfields, and specialized subjects related to air facilities and flight information.

3. Amends and maintains for analytical reference Free World Aeronautical Information Publications. Monitors and distributes source material received by Exchange Agreements, subscriptions and accounts.

4. Provide source materials from the DoD Library of Free World Air Facilities and Flight Information to requesting DoD organizations.

#### 15D3      INDEX AND REFERENCE BRANCH 2

##### FUNCTIONS.

1. Maintains locator cards, indexes, files and stores and retrieves aeronautical source material received and used by the Aeronautical Information Department. Maintains source material folders for individual airfields, and specialized subjects related to air facilities and flight information.

2. Amends and maintains for analytical reference Free World Aeronautical Information Publications. Receives and distributes worldwide NOTAMS received continuously over the AD telex lines.

3. Provide source materials from the DoD library of Free World Air Facilities and Flight Information to requesting DoD organizations.

4. Perform clerical edit and prepare materials for photo servicing and printing for the Airfields and Seaplane Stations of the World.

#### 15D4      TRANSLATION BRANCH

##### FUNCTIONS.

Translates foreign language Flight Information for use in the DoD Flight Information Publications (FLIPs), Automated Air Facilities Information File (AAFIF), Charting Programs and Miscellaneous Products.

#### 15E      AIR FACILITIES PRODUCTION DIVISION

MISSION. Manage the activities involved in the selection and compilation of operational air facility data and flight information for all products prepared for DoD activities and support of other government agencies. Manage the control, operation and equipment of the Automated Air Information Production System (AAIPS) and other related systems. Provide supervision and management support for remotely located Foreign Clearance Guide Branch.

15E1      FOREIGN CLEARANCE GUIDE BRANCH (Washington, D.C.)

FUNCTIONS.

1. Produce the USAF Foreign Clearance Guide (FCG) and Foreign Clearance Change Notices (FCCN) for use in all international air operations throughout the DoD and the Special Weapons Overflight Guide (SWOG).
2. Provide technical advisory service with respect to foreign clearance operational procedures, publications content, etc.
3. Perform technical liaison in the Washington area on Foreign Clearance Guide (FCG) and Special Weapons Overflight Guide (SWOG) matters.
4. Publish Interim Change Notices (ICNs) as required.

15E2      PRODUCTION BRANCH 1

FUNCTIONS.

Manage the activities engaged in the operation of the Automated Air Information Production System (AAIPS) and quality assurance of the output from the AAIPS. The AAIPS produces on a daily basis a variety of products used by DoD Contingency/Strategic Planners, air crews and other authorized recipients.

15E21      SECTION 1

15E22      SECTION 2

15E23      SECTION 3

The functions of each section are identical as follows:

1. Select appropriate aeronautical data and operates the AAIPS Charting Subsystem's automatic digitizing equipment to compile, store and update air facilities data and flight information for DoD Flight Information Publications and Special Products.
2. Operate and coordinate the activities of the AAIPS Air Facilities Subsystem to insure that appropriate AAFIF data base retrieval is accomplished.
3. Operate the terminal keyboard to access the memory element of the AAIPS Publication Subsystem to effect aeronautical data changes to textual DoD Flight Information Publications and Special Products.
4. Operate the AAIPS Electronic Beam Recorder (EBR) Subsystem to insure appropriate data retrieval and processing.
5. Administer and control tape and disc libraries.

## 15E24    QUALITY ASSURANCE PLANNING AND ENROUTE SECTION

### FUNCTIONS.

1. Perform technical and information content review for accuracy and quality assurance of AAIPS output.
2. Assemble, control, assure reproduction quality and release for reproduction as appropriate.
3. Give final aeronautical lithographic approval of DoD Flight Information Publications and Special Products.
4. Maintain library of working copy and production negatives for DoD Flight Information Publications and Special Products.

## 15E25    QUALITY ASSURANCE TERMINAL SECTION

The functions are identical to 15E24.

## 15E3    PRODUCTION BRANCH 2

### FUNCTIONS.

Manage the activities engaged in the selection, manual compilation and quality assurance of operational air facility data and flight information for products prepared for DoD activities and support of other government agencies.

### 15E31    SECTION 1

### 15E32    SECTION 2

### 15E33    SECTION 3

The functions of each section are identical as follows:

1. Select, compute and compile radial lines of electronic transmission, coded presentations and other related data for special navigational and guidance systems.
2. Select, compile operational air facility data and flight information on base manuscripts. Accurately position aeronautical facilities in correct geographic relationship to other chart base features.
3. Accomplish aeronautical currency reviews in accordance with the DMA Product Maintenance Systems (PMS) and DMA Area Requirements and Product Status System (ARAPS).
4. Maintain library of working copy and production negatives of Tactical Situation Display (TSD) graphics, Video Plates and charts and special operational exercise graphics.

15E34    QUALITY ASSURANCE SECTION

FUNCTIONS.

1. Perform a technical and information content review for accuracy and quality assurance of compiled air facility data and flight information.
2. Assemble, control, assure reproduction quality and release for reproduction, as appropriate.
3. Approve reproduction copy for reprinting of products prepared by other agencies.
4. Give final aeronautical lithographic approval of products containing air facility data.

15F        AUTOMATED SYSTEMS DIVISION

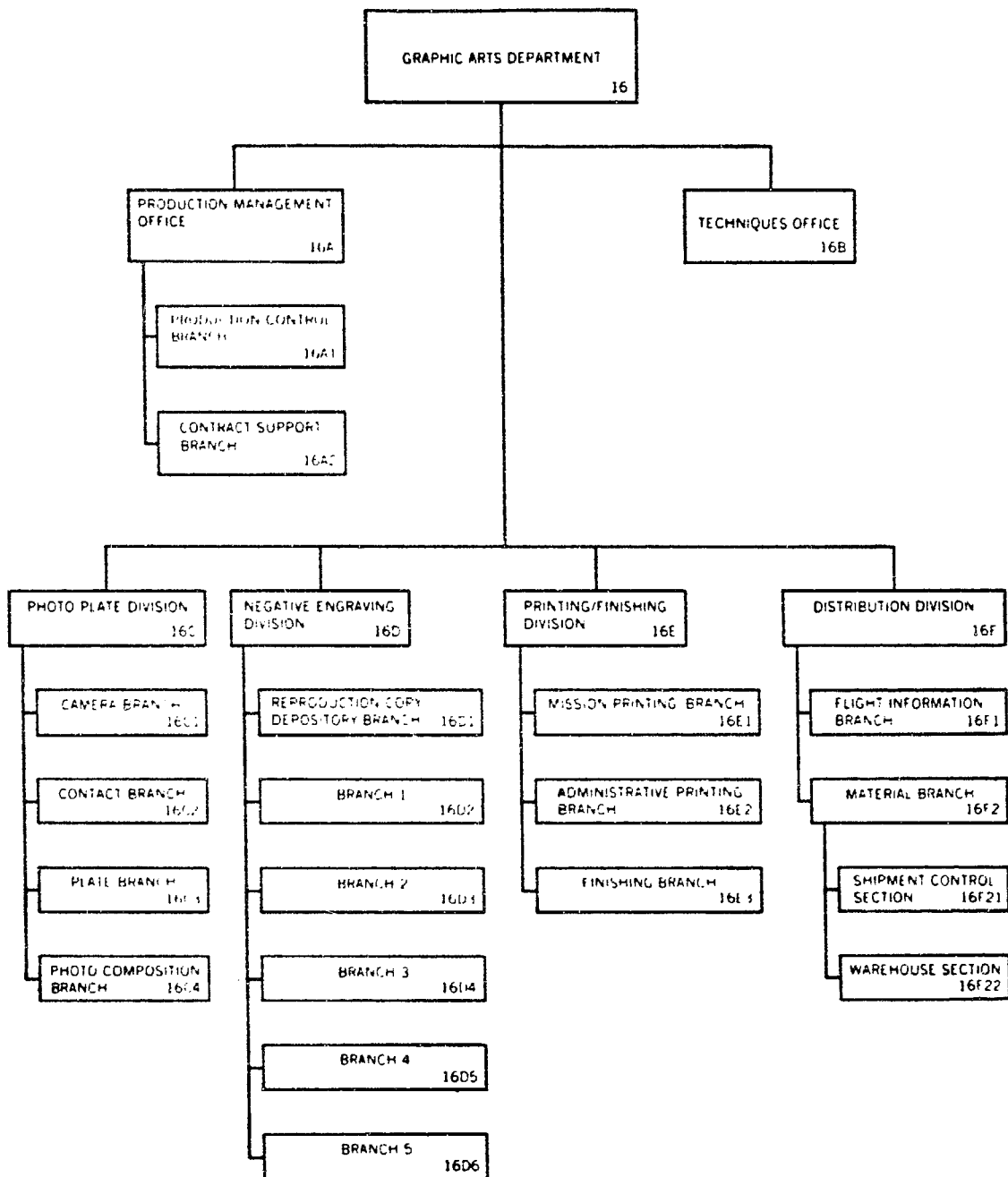
MISSION.    Manage the systems analysis, systems programming, and applications programming for all automated aeronautical information production systems. Provide senior programming and systems analysis support for automated aeronautical information functions.

15F1       PROGRAMMING BRANCH 1

15F2       PROGRAMMING BRANCH 2

FUNCTIONS.

1. Provide for the interfacing of systems software with the hardware and applications software for automated aeronautical information production systems.
2. Originate, maintain, modify and update and document operating systems software and applications program software for automated production of aeronautical information.
3. Provide automated aeronautical data retrieval from the AFFIF data base and air facility subsystem and disseminate data for established users and special requests.





MISSION. Provide photographic reproduction and photo composition support, duplicating services, negative engraving, and lithographic printing and finishing of products; maintain reproduction copy depository; store and distribute aeronautical publications and periodicals of managed products; maintain data required to initiate chart reprinting; develop and manage the Department's Quality Control Program; prepare reports of printing activities for Joint Committee on Printing.

16A      PRODUCTION MANAGEMENT OFFICE

MISSION. Develop, implement and control production programs.

16A1     PRODUCTION CONTROL BRANCH

FUNCTIONS.

1. Analyze production programs, manpower requirements and develop production plans.
2. Establish production rates, schedule in accordance with plans and monitor progress; establish and monitor production priorities.
3. Establish and maintain production time standards and develop consolidated production standards.
4. Establish, maintain and input requirements for production management and control systems.
5. Prepare and maintain the budget for materials/supplies, temporary duty (TDY) travel, overtime requirements and O&M funds.

16A2     CONTRACT SUPPORT BRANCH

1. Establish technical requirements and schedules for commercial contractor services. Perform pre-award surveys of contract operations and monitor contractor performance.
2. Manage established In-house and Contract quality control systems.
3. Implement and monitor the application of the security policies. Develop and maintain appropriate instructions and procedures to assure a viable security program.
4. Implement and monitor the application of safety program. Additionally, administer the application of policies relating to conservation, disaster preparedness, shelter management and fire prevention.
5. Administer the review and application of DoD, DMA & AC regulations; develop and maintain Technical Instructions and Departmental Standard Operating Procedures.

16B      TECHNIQUES OFFICE

MISSION. Develop, support and improve production capabilities through the application of technology.

FUNCTIONS.

1. Provide technical support and evaluate new graphic arts, typesetting, color separation, photolithographic, plate, press, finishing, distribution and warehouse materials, equipment and processes in consideration of existing and anticipated requirements and recommend appropriate changes.
2. Provide technical support in the design and development of new and revised products; monitor production of prototypes of new/revised products and develop process specifications and standards.
3. Manage the Department Technical Equipment Management System, (investment and EAID) and administer equipment custodial responsibilities.
4. Identify and establish the Department's technical training requirements.
5. Administer all activities to assure compliance with CJCP (Congressional Joint Committee on Printing) Government Printing and Binding Regulations.
6. Administer Department space requirements, monitor Department facility and work order requirements.

16C      PHOTO/PLATE DIVISION

MISSION. Manages all photo composition; photolithographic products and produce lithographic offset plates.

16C1      CAMERA BRANCH

FUNCTIONS.

1. Produce scaled negatives and positives.
2. Produce line, continuous tone and halftone reproductions.
3. Produce miscellaneous black and white reproductions.
4. Produce film strips and miniaturized film chips for display systems.
5. Produce flat screen tints for contact and camera masters.

## 16C2      CONTACT BRANCH

### FUNCTIONS.

1. Produce line negatives and positives from single or multiple exposures.
2. Produce screened negatives and positives from single or multiple exposures.
3. Produce composite pre-screened negatives.
4. Supply film processing support for AD and CD departments.

## 16C3      PLATE BRANCH

### FUNCTIONS.

1. Produce printing plates for offset lithographic presses.
2. Prepare plastic materials (scribecote and pealcote) and proofing materials (single and multicolor).
3. Prepare photo/plate/printing specification for each assignment produced.
4. Maintain printing specifications.
5. Design and produce registration and exposing templates.

## 16C4      PHOTO COMPOSITION BRANCH

### FUNCTIONS.

Provide typographical services in the form of photo and hand composition and letterpress printing.

## 16D      NEGATIVE ENGRAVING DIVISION

MISSION. Manage activities engaged in color separation and preparation of final reproduction negatives for Air Target Material Graphics, aeronautical/aerospace charts, specialized cartographic products, or photographic products and products required by the National Aeronautics and Space Administration. Prepare special products to support ATM, Nav Plan, or any other U.S. Government Agency as required. Prepare color separation packages for commercial contracting. Manage the Reproduction Copy Depository.

### FUNCTIONS.

1. Insure the consistency and standardization of work instructions, materials and supplies, (color separation packages) prepared by branches for commercial contracting.

2. Insure the consistency and standardization of quality of the branches edits of the in-house or contractor produced color separation work.

3. Insure the accuracy of manhours estimated by the branches for accomplishing color separation or correction work by in-house or contractor resources.

4. Insure the accuracy of the recorded manhour estimates, work performed, and man-hours expended by job for each branch.

16D1      REPRODUCTION COPY DEPOSITORY BRANCH

FUNCTIONS.

Issue, retrieve, store and inventory reproduction negatives used in the printing of all published charts and graphics.

16D2      BRANCH 1

16D3      BRANCH 2

16D4      BRANCH 3

16D5      BRANCH 4

16D6      BRANCH 5

The functions of the five Engraving Branches are identical as follows:

1. Analyze compilation manuscripts or revision overlays provided and order the required number of photographic images on scribe-cote material of the chart information to be converted to color separated negatives.

2. Analyze, select, and order specific type sizes and styles, including appropriate symbology, in accordance with various product specifications.

3. Adhering to governing specifications and quality standards, select appropriate tools and engrave or revise features on scribe-cote material to form the final reproduction negative. Prepare type and symbology stick-up separations.

4. Order and convert all positive separations into final reproduction negatives. Order or prepare appropriate color separation proofing media.

5. Make all final correction activity as may be required, finalize all reproduction negatives and/or scribe-cotes and release products for lithographic printing.

6. Revise existing reproduction negatives for reprinting operation.

7. Prepare color separation packages for commercial contracting of various charting products. Order any materials as necessary for use on contracted product.

8. Perform acceptance of products color separated by commercial contractors. Estimate manhours required for correction of color separation deficiencies.

9. Perform on-site review of contractor's production as required.

10. Perform quality inspections and edits of all color separation.

#### 16E PRINTING/FINISHING DIVISION

MISSION. Reproduce single and multi-color maps and charts and related publications. Provide administrative printing support.

#### 16E1 MISSION PRINTING BRANCH

##### FUNCTIONS.

1. Reproduce single and multi-color maps, charts, forms, documents, brochures and related publications.

2. Perform laboratory and production tests of all shipments of ink and paper to assure that they conform to specifications.

3. Transport printed and blank paper and related supplies within the department.

#### 16E2 ADMINISTRATIVE PRINTING BRANCH

##### FUNCTIONS.

1. Provide administrative printing support.

2. Produce single color printing for mission related publications.

3. Prepare electrostatic masters from copy supplied for administrative and mission printing.

4. Prepare metal offset plates from negatives supplied for mission related publications.

5. Provide simple bindery functions such as hand and machine collating, stapling, drilling, folding, trimming, etc.

6. Perform internal and external distribution of unclassified administrative printed products.

#### 16E3 FINISHING BRANCH

##### FUNCTIONS.

1. Trim, punch, fold, collate, stitch, die cut, and package publications.

2. Provide folding dummies for publications prior to plate processing; machine perforate publications.

3. Supply pre-punched and trimmed blank stock in support of duplicating activities.

16F      DISTRIBUTION DIVISION

MISSION.      Manage a worldwide inventory of selected aeronautical publications and periodicals; provide for the distribution of managed products and commercially produced MC&G products to DMA authorized users.

16F1      FLIGHT INFORMATION BRANCH

FUNCTIONS.

1. Exercise stock control, quantity management, foreign/domestic sales and procurement of Flight Information Publications, related products and special projects; implement the disposal of surplus and obsolete stock.

2. Compile, revise and analyze all department allowance tables.

3. Receive, validate, record, edit and process requisitions.

4. Provide customer service and information through correspondence and personal contacts.

5. Prepare information for inclusion in the catalogs, periodicals, bulletins, listing materials available to the users.

6. Provide keypunch, verification and CRT terminal input support.

16F2      MATERIAL BRANCH

FUNCTIONS.

1. Direct and manage transportation functions and programs including Military Standard Transportation and Movement Procedures (MILSTAMP) requirements and the storage of FLIPs and related products and the shipment of initial distribution of all aerospace products.

2. Provide security control of classified products.

16F21      SHIPMENT CONTROL SECTION

FUNCTIONS.

1. Consolidate, expedite and determine proper mode of transportation for distribution of materials.

2. Responsible for rating, routing and preparation of Government Bill of Lading (GBL).

3. Process shipping documents for AID to authorized DMA users, DMA/CONUS Distribution Centers and DMA/ODS OCONUS Offices and maintain accountability file for shipment of classified products.

#### 16F22 WAREHOUSE SECTION

##### FUNCTIONS.

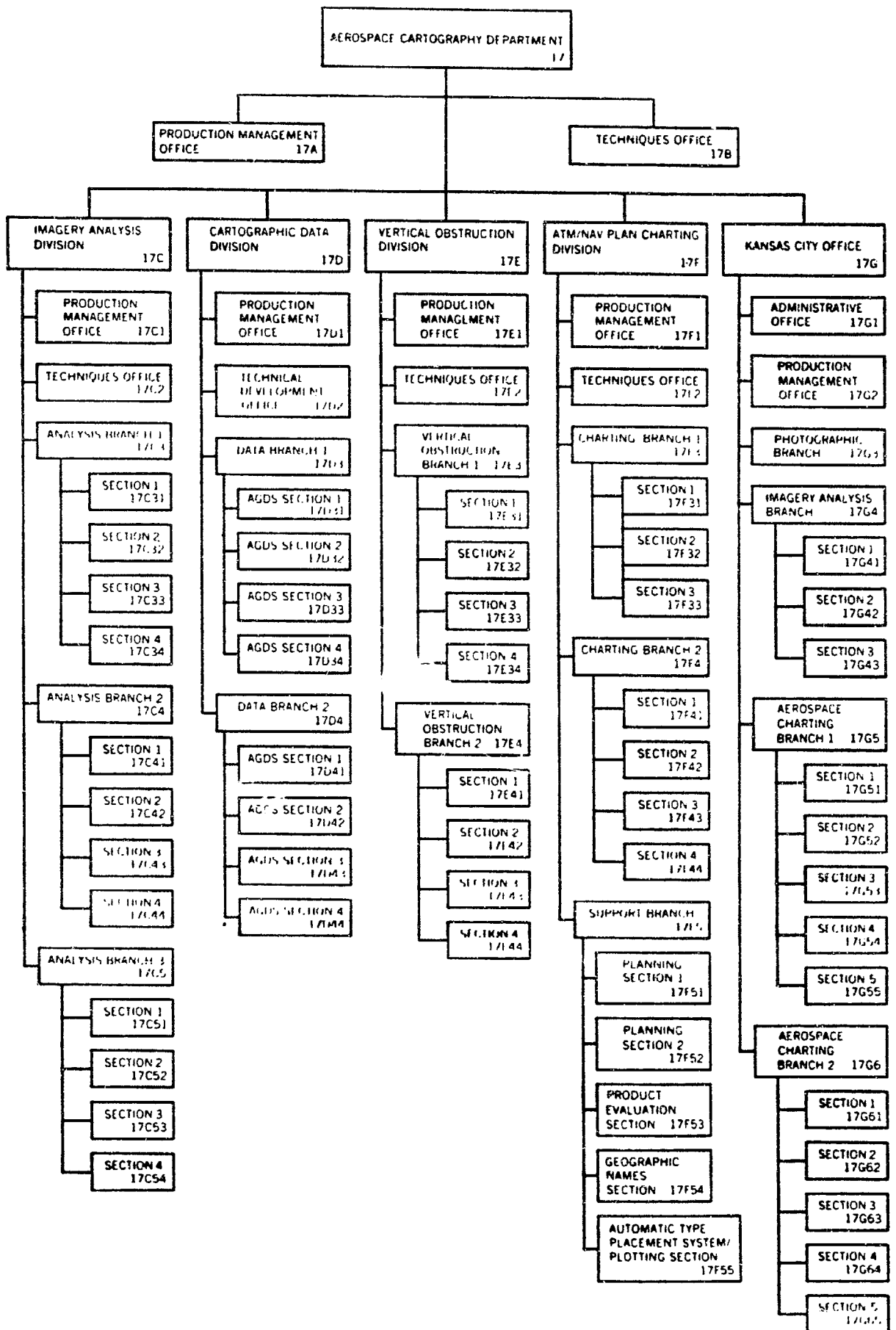
1. Receive products printed by and for Graphic Arts Department, prepare materials for initial automatic distribution to users and shipment of shelf-stock to the DMA/ODS CONUS Distribution Centers and DMA/ODS OCONUS Offices.

2. Store, maintain FLIPs and related publications stock and prepare emergency/resupply shipments.

3. Remove obsolete stock and prepare for salvage.

4. Handle all outbound shipments and inbound products printed by and for this Department.

5. Pack and process products and miscellaneous materials for shipment worldwide through postal and freight channels.





MISSION. Exploit a variety of materials to provide: (1) sensor significant imagery analysis of planimetric and terrain data in graphic and digital format to support advanced aerospace navigation systems and simulation applications, (2) vertical obstruction data bases for cruise missile navigation planning and applications; perform stereophotogrammetric manuscript generation, compilation, and semi-automated production of aeronautical/aerospace charting programs, air target materials, navigation and planning charts, special purpose charts and related items for lithographic printing; revise and maintain published charts and graphics as required; provide technical review and guidance on cartographic work projects contracted to commercial contractors when required to supplement Department's capability. Prepare Department annual training plan, develop technical training outlines, schedule and monitor technical training for Department personnel.

17A      PRODUCTION MANAGEMENT OFFICE

MISSION. Develop, implement and control department production programs.

FUNCTIONS.

1. Analyze production programs and manpower, and develop Department production plans for Division operation.
2. Establish production rates and schedules in accordance with plans and monitor progress; establish and monitor production priorities.
3. Review and validate production time standards and develop consolidated standards.
4. Recommend maintenance and provide input requirements for production management and control system, maintain data on material and space requirements and utilization; control temporary duty (TDY) funds; validate overtime requirements; implement and monitor the Effectiveness and Productivity Program.
5. Develop, implement and monitor production systems, processes and procedures, direct preparation and/or prepare and maintain Operating Instructions; develop, implement and manage Quality Control System, implement product specifications. Performs operations research on all major Department programs.
6. Prepare and maintain the budgets for technical equipment, and technical services; monitor the Department equipment and facilities utilization. Perform and/or review economic analysis in support of equipment procurement.
7. Implement and monitor security policies and procedures; monitor employee suggestion program.
8. Prepare detailed compilation/color separation contracting program; basic contract proposals; and technical specifications. Perform pre-award

surveys of contractor operations. Monitor and control the department contract program.

9. Designs, schedules and monitors programs to insure efficient transition of new techniques and equipment into standard production operations.

10. Manage the DMA operational production management & equipment information system (DMIS-P and DMIS-E) in the department; monitor these systems and integrate with Center requirements.

11. Engineers the implementation of new procedures and system responsiveness. Performs studies of Department operating systems to improve performance efficiency.

#### 17B      TECHNIQUES OFFICE

MISSION. Develop, support and improve production capabilities through the application of technology.

#### FUNCTIONS.

1. Formulate technical objectives; evaluate current capabilities; and direct and monitor technical activities to achieve these objectives.

2. Perform analysis and planning to ensure the proper integration of current and planned production processes. Included is the definition of resources, manpower and training associated with the technical objectives.

3. Research, evaluate, and direct technical studies in the fields of cartography; remote sensing pattern recognition, and image processing; photogrammetry; scientific computing and information processing and related automation of the above for application to Department production.

4. Participate in the design, specifications, and monitor on-going implementation of the Cartographic Data Base. Coordinate with other departments on intermediate product/data interfaces, specifications and Cartographic Data Base interfaces; design and develop experimental and prototype products.

5. Provide technical liaison and support developmental projects with other center organization elements, HQ DMA, and the mapping, charting, and geodesy community; perform staff studies and evaluate technical proposals.

6. Direct the Department related DMA research and development program, including: developing requirement statements for hardware, software and studies; coordinating on Department related research and development program items; developing requirement specifications; participating in in-process reviews; and directing test and evaluation.

7. Direct the development of systems design specifications for new currently available capabilities, and direct the certification of newly acquired or developed production systems software/equipment performance.

17C      IMAGERY ANALYSIS DIVISION

MISSION. From a variety of materials including all source, analyze imagery for the purpose of extracting feature analysis data pertinent to data bases for advanced aerospace navigation systems and simulation applications; provide prototype analysis for new programs and new applications; plan and research source materials to be used by Kansas City Office (CDK) and approved commercial contractors in analyzing imagery; perform quality inspection of feature analysis data compiled by commercial contractors; evaluate methods employed in the accomplishment of the above; develop technical objectives, develop techniques and capabilities to satisfy these objectives; plan for hardware and software; and develop procedures and training required to implement technical advances.

17C1      PRODUCTION MANAGEMENT OFFICE

FUNCTIONS.

1. Analyze production program and develop and implement production plans based on job requirements; monitor production schedules and recommend any changes required by unprogrammed assignments; schedule manpower and equipment and monitor utilization.

2. Develop product time standards; operate the Division's Production Management and Information System; provide record management for the management improvement program.

3. Design, implement, and monitor production systems, processes, and procedures; prepare and maintain Operating Instructions.

4. Prepare and maintain procedures for use of technical equipment and software; develop and implement quality control standards; design and monitor specialized technical training programs.

5. Develop and implement internal sanitization procedures and maintain library of intelligence documents.

6. Design, implement and monitor system to supply CDK and approved commercial contractors with source material to be utilized in analyzing imagery.

7. Design, implement and monitor system to quality control feature analysis data compiled by commercial contractors.

17C2      TECHNIQUES OFFICE

FUNCTIONS.

1. Develop technical objectives; develop techniques and technical capabilities to satisfy objectives; plan for research and development required to provide technical capability.

2. Perform technical development required to support production assignments; develop system design and specifications for new

capabilities; design plans for the direct acceptance and evaluation testing of hardware and software; establish plans for implementation of new capabilities into production; provide technical advisory services.

3. Research, evaluate, and perform technical studies in the fields of photogrammetry, image processing, remote sensing, and computing and information processing for application to production.

17C3      ANALYSIS BRANCH 1

FUNCTIONS.

Manage the activities involved in the production of graphic and textual information required to support digital data base requirements.

17C31      SECTION 1

17C32      SECTION 2

17C33      SECTION 3

17C34      SECTION 4

The functions of each section are identical as follows:

1. Plan, research and analyze image sources, including all source, as required by any of a number of varying and continuing project needs.

2. Prepare graphic, textual and electronically encoded data files for manipulation prior to entering data bases.

17C4      ANALYSIS BRANCH 2

FUNCTIONS.

Manage the activities involved in the production of graphic and textual information required to support digital data base requirements, in the research and planning of source materials to be used by CDK and approved commercial contractors in analyzing imagery, and in the quality review and acceptance of feature analysis data compiled by commercial contractors.

17C41      SECTION 1

17C42      SECTION 2

17C43      SECTION 3

17C44      SECTION 4

The functions of each section are identical as follows:

1. Plan, research and analyze image sources including all source, as required by any of a number of varying and continuing project needs.

2. Prepare graphic, textual and electronically encoded data files for manipulation prior to entering into data bases.

3. Plan and research source materials to be used by CDK and commercial contractors in analyzing imagery.

4. Perform quality inspections and acceptance of feature analysis data compiled by commercial contractors.

5. Through the operation of the DIMIAS system, prepare automated digitized landscape data for inclusion into the DLMS data bases.

17C5     ANALYSIS BRANCH 3

17C51    SECTION 1

17C52    SECTION 2

17C53    SECTION 3

17C54    SECTION 4

The functions of this Branch are identical to those of the Analysis Branch 1 (17C3).

17D     CARTOGRAPHIC DATA DIVISION

MISSION. Provide cartographic and textual information in graphic and digital formats in support of air target materials, navigation charts, advanced weapons systems and simulator applications.

17D1    PRODUCTION MANAGEMENT OFFICE

FUNCTIONS.

1. Analyze production programs and develop and implement production plans based on job requirements; monitor production schedules and recommend any changes required by unprogrammed assignments; schedule manpower and equipment and monitor utilization.

2. Develop product time standards; operate the Division's Production Management and Information System; provide record management for the management improvement program.

3. Design, implement and monitor production systems, processes, procedures; prepare and maintain Operating Instructions.

4. Prepare and maintain procedures for use of technical equipment and software; develop and implement quality control procedures; perform final quality control review of all final products; design and monitor specialized technical training programs.

5. Manage supplies and equipment procurement.
6. Develop, implement and monitor product and physical security procedures.

#### 17D2      TECHNICAL DEVELOPMENT OFFICE

##### FUNCTIONS.

1. Develop Division technical objectives in coordination with the Department; develop techniques and technical capabilities to satisfy objectives; plan for research and development required to provide technical capability.
2. Perform technical development required to support Division production assignments; develop system design and production specifications for new capabilities; design plans for and monitor the direct acceptance and evaluation testing of all large scale and minicomputer hardware and software; establish plans for implementation of new capabilities into Division production; provide technical advisory services.
3. Research, evaluate and perform Division technical studies in the fields of automated cartography, cartography and computing and information processing for applications to Division production.
4. Provide for the interfacing of systems software with the hardware configuration and the applications systems.
5. Provide technical support to the operation of Division computer systems, associated peripheral equipment and plotters; develop, test and maintain applications programs for the Division's computer systems.
6. Develop or modify programs to improve operating efficiency of the Automated Graphic Digitizing System, the Raster Scanner/Plotter and the Automated Type Placement System/CRT Printhead System.
7. Plan, organize and control the magnetic media library.

#### 17D3      DATA BRANCH 1

##### FUNCTIONS.

Manage activities of four digitizing sections involved in producing cartographic information in digital and graphic formats.

17D31      AUTOMATED GRAPHIC DIGITIZING SYSTEM (AGDS) SECTION 1

17D32      AUTOMATED GRAPHIC DIGITIZING SYSTEM (AGDS) SECTION 2

17D33      AUTOMATED GRAPHIC DIGITIZING SYSTEM (AGDS) SECTION 3

17D34      AUTOMATED GRAPHIC DIGITIZING SYSTEM (AGDS) SECTION 4

## FUNCTIONS.

The functions of these four sections are identical as follows:

Develop graphical cartographic information into various digital data bases by digitizing, editing, and processing cartographic source materials on automated cartographic production systems and large scale computers. The resultant digital data bases are used to support the operation of advanced weapons systems, flight simulators and the publication of air target materials, navigation and planning charts.

### 17D4 DATA BRANCH 2

#### FUNCTIONS.

Manage activities of four digitizing sections involved in developing cartographic information in graphic and digital formats.

#### 17D41 AUTOMATED GRAPHIC DIGITIZING SYSTEM (AGDS) SECTION 1

#### 17D42 AUTOMATED GRAPHIC DIGITIZING SYSTEM (AGDS) SECTION 2

#### 17D43 AUTOMATED GRAPHIC DIGITIZING SYSTEM (AGDS) SECTION 3

#### 17D44 AUTOMATED GRAPHIC DIGITIZING SYSTEM (AGDS) SECTION 4

#### FUNCTIONS.

The functions of these four sections are identical to the AGDS Sections of Data Branch 1 (17D3).

### 17E VERTICAL OBSTRUCTION DIVISION

MISSION. Collect vertical obstruction data from a variety of materials including all sources for the purpose of developing vertical obstruction data bases for cruise missile navigation planning and applications. Analyze imagery to detect, mensurate, extract and position required vertical obstruction data. Plan for hardware, software and technical development activities. Design procedures, establish training and conduct special studies required to develop and implement technical advances.

#### 17E1 PRODUCTION MANAGEMENT OFFICE

#### FUNCTIONS.

1. Analyze production program and develop and implement production plans based on job requirements; monitor production schedules and recommend any changes required, schedule manpower and equipment and monitor utilization.

2. Develop product time standards; operate the Division's Production Management and Information System; develop and monitor the Division's Effectiveness and Productivity Program.

3. Design, implement, and monitor production systems, processes, and procedures; prepare and maintain Operating Instructions.

4. Prepare and maintain procedures for use of technical equipment and software; develop and implement quality control standards; design and monitor specialized technical training program.

5. Develop, implement and monitor product and physical security procedures.

17E2      TECHNIQUES OFFICE

FUNCTIONS.

1. Develop technical objectives; develop techniques and technical capabilities to satisfy objectives; plan for research and development required to provide technical capability.

2. Perform technical development required to support production assignments to support effective operation of the Cruise Missile systems; develop systems design and specifications for new capability; design plans for the direct acceptance and evaluation testing of hardware and software; establish plans for implementation of new capabilities into production; provide technical advisory services.

3. Research, evaluate, and perform technical studies in the fields of photogrammetry, imagery processing, photo interpretation and computing and information processing for application to production.

17E3      VERTICAL OBSTRUCTION BRANCH 1

FUNCTIONS.

Manage the activities in the production of graphic, textual and digital information required to produce vertical obstruction data bases.

17E31      SECTION 1

17E32      SECTION 2

17E33      SECTION 3

17E34      SECTION 4

The functions of each section are identical as follows:

1. Plan, research and analyze image sources including all source as required by any of a number of varying and continuing project needs.

2. Produce VOD graphic and related descriptive textual data. Process descriptive data into ADP format and prepare historical documents.

17E4      VERTICAL OBSTRUCTION BRANCH 2



17E41    SECTION 1

17E42    SECTION 2

17E43    SECTION 3

17E44    SECTION 4

The functions of this Branch are identical to those of Vertical Obstruction Branch 1 (17E3).

17F       ATM/NAV PLAN CHARTING DIVISION

MISSION.    Research, and compile air target graphics, aeronautical/aerospace charts, specialized cartographic products using all source materials; research and prepare required documentation for any or all of the foregoing products so that compilation may be accomplished by CDK or approved commercial contractors; provide update source material to CDK for ongoing production; perform quality inspection of cartographic work contracted commercially, revise and update previously published charts, graphics, publications and other documents; research and compile special graphics required by National Aeronautics and Space Administration (NASA); develop Division technical objectives in coordination with Department Techniques Office; develop techniques and capabilities to satisfy these objectives; plan for hardware and software; develop procedures and define training required to implement technical advances, carry out our responsibility for AC upward mobility training, provide technical assistance to CDK or commercial contractors.

17F1       PRODUCTION MANAGEMENT OFFICE

FUNCTIONS.

1. Analyze production programs and develop and implement FY production plans based upon known requirements and available and projected resources; monitor production schedules and when required, direct production Branches to alter priorities, supplement capability by use of overtime or shift operations; identify any changes to FY program resulting from unprogrammed special assignments; coordinate with other Divisions on support activities; schedule manpower and equipment and monitor utilization.

2. Analyze reported expenditures and develop product manhour and calendar time standards; analyze new products and/or equipment to determine savings to standards; operate the Division DMIS/P system; develop and monitor E/P objectives.

3. Design, implement and monitor production systems, processes and procedures; prepare and maintain Operating Instructions.

4. Prepare and maintain procedures for use of technical equipment and software; develop and implement quality control standards; design and monitor specialized technical training programs floor space; design and request facility modifications as required.

17F2      TECHNIQUES OFFICE

FUNCTIONS.

1. Develop ATM/Nav Plan Charting Division and Kansas City Office technical objectives in coordination with the Department; develop techniques and technical capabilities to satisfy objectives; plan for research and development required to provide technical capability.

2. Perform systems analysis and technical development required to support the ATM/Nav Plan Charting Division and Kansas City Office production assignments; develop system design and production specifications for new capabilities; design plans for and monitor the acceptance and evaluation testing of all large scale and mini-computer hardware and software; establish plans for implementation of new capabilities into Division production; provide technical advisory services.

3. Research, evaluate, and perform Division system analysis and technical studies in the fields of automated cartography, photogrammetry, remote sensing, image processing and information, and computing processing for applications to Division production.

4. Assist the Department Techniques Office in providing technical development for the ATM/Nav Plan Charting Division and the Kansas City Office, and in support of ST studies.

17F3      CHARTING BRANCH 1

FUNCTIONS.

Manage activities involved in production of Air Target Material Graphics, aeronautical/aerospace charts, specialized cartographic or photographic products and products required by the National Aeronautics and Space Administration (NASA); provide technical support for inspection and acceptance of products contracted commercially; prepare recurring publications for recipients of ATM products (TMB, CATMN, CATMC) and validate TMB submissions for users of ATM; exercise administrative responsibility for branch equipment and supplies.

Prepares special products to support ATM, Nav Plan, or any other U.S. Government Agency as required.

17F31      SECTION 1

17F32      SECTION 2

17F33      SECTION 3

The functions of sections 1, 2, and 3 are identical as follows:

Research, stereo compile, recompile or revise Air Target Material Graphics, aeronautical/aerospace charts, specialized cartographic or photographic products and products required by the National Aeronautics

and Space Administration through the use of all available cartographic and photographic source materials; stereoscopically analyze and compile radar significant information, stereoscopically review, update and establish new intelligence information for ATM; submit F/AIF's to add or delete intelligence information; validate reported vertical obstructions; identify new or unreported vertical obstructions; introduce all vertical obstruction data into the VO file; determine and apply proper security/handling restrictions; preparation of special products to support either ATM, Nav Plan, or any other U.S. Government Agency.

17F4      CHARTING BRANCH 2

17F41    SECTION 1

17F42    SECTION 2

17F43    SECTION 3

17F44    SECTION 4

The functions of this Branch are identical to those of Charting Branch 1 (17F3).

17F5      SUPPORT BRANCH

FUNCTIONS.

Research, analyze, and prepare cartographic source packages, including intelligence information, and provide to CDK and commercial contractors for their use in ATM/NAV Plan production. Determine and maintain boundary classification and sovereignty information, provide demographic studies, census reports and related materials, name changes and compile glossaries of foreign terms and symbols. Provide geographic names for AC products. Perform quality control analysis of all AC and commercial contractor ATM/NAV Plan products.

17F51    PLANNING SECTION 1

17F52    PLANNING SECTION 2

The functions of Planning Sections 1 and 2 are identical as follows:

Research, analyze, and prepare cartographics/source packages, including intelligence information and provide to CDK for their use in ATM/NAV Plan production efforts. Provide update source to CDK for ongoing production.

17F53    PRODUCT EVALUATION SECTION

FUNCTIONS.

Perform quality control analysis of all AC and commercial contractor ATM/NAV Plan production. Perform on-site review of contractor products and

in-process and complete product review of AC products. Compile and analyze quality control statistical data and make recommendations for the improvement of product quality. Hold regular scheduled sessions with compilation elements and Division Staff offices to discuss error trends and to aid in the implementation of improved quality control procedures.

#### 17F54    GEOGRAPHIC NAMES SECTION

##### FUNCTIONS.

1. Determine and maintain boundary classification and sovereignty information.
2. Provide demographic studies, census reports and related materials; provide name changes.
3. Compile glossaries of foreign terms and symbols.
4. Provide geographic names for AC products through knowledge of the U.S. Board of Geographic Names and the various treaty organizations (i.e., North Atlantic Treaty Organization) policies.

#### 17F55    AUTOMATIC TYPE PLACEMENT SYSTEM/PLOTTING SECTION

##### FUNCTIONS.

1. Generate typographical and standard symbology information in the form of final film positives by automatic and semi-automatic methods.
2. Develop parameters for automated plotting of weather charts and control bases.
3. Accomplish precision plotting and scribing of grids, projections, Loran data and isogonic data using automated and semi-automated equipment.
4. Provide precision line scribing and symbol plotting for color separation plates in support of chart production.

#### 17G       KANSAS CITY OFFICE

MISSION. Analyze imagery for the purpose of extracting feature analysis data for input to digital data bases, compile air target charts and aeronautical charts and specialized cartographic products using all source materials. Additionally, develop technical objectives and engage in activities designed to meet those objectives; plan and develop procedures and instructions and design and conduct training associated with the foregoing activity.

17G1     ADMINISTRATIVE OFFICE

MISSION.    Provide office administrative support.

FUNCTIONS.

1. With policy guidance from the parent Department and the Personnel Office, develop and coordinate the implementation of such programs as recruitment, placement, training, upward mobility, incentive awards, employee counseling, processing of personnel actions, position and pay management, employee relations, labor management relations; and prepare program reports.

2. Within authority specified by the Aerospace Comptroller and Logistics Directorate, procure supplies, equipment and services by requisition or purchase and distribute to users; dispose of excess property when appropriate.

3. Manage various administrative programs which include records management, forms management, travel, transportation, fiscal control, safety, savings bonds, and maintenance of regulatory document file. Prepare and maintain Division Administrative Operating Instructions.

4. Furnish office services and administer the mail and file system.

5. Action Office of primary responsibility for facility operation, maintenance, etc. and coordinate such contractual efforts with GSA.

17G2     PRODUCTION MANAGEMENT OFFICE

FUNCTIONS.

1. Analyze production program and develop and implement production plans based on program requirements; monitor production schedules and recommend any changes required by unprogrammed assignments; schedule manpower and equipment and monitor utilization. Develop resource allocation policies based on assigned program objectives. Resources are: Personnel, Equipment, Facility and contract dollars.

2. Develop product time standards; operate the Division's Production Management and Information System; provide record management for Management Improvement Program.

3. Design, implement and monitor production systems, processes, and procedures; prepare and maintain Operating Instructions. Provide for the orderly transition of new methods and techniques into standard production processes.

4. Prepare and maintain procedures for use of technical equipment and software; develop and manage Division Quality Program; design and monitor specialized technical training programs.

5. Develop technical objectives; develop techniques and technical capabilities to satisfy objectives; plan for research and development required to provide technical capability.

6. Perform technical development required to support production assignments; develop system design and specifications for new capabilities; design plans for the direct acceptance and evaluation testing of hardware and software; establish plans for implementation of new capabilities into production; provide technical advisory services.

7. Research, evaluate, and perform technical studies in the fields of photogrammetry, image processing, remote sensing, and computing and information processing for application to production.

8. Develops and maintains emergency operating and contingency plans to support mission requirements during disasters or other eventualities which might otherwise interrupt pursuit of mission.

9. Prepares short range studies for facilities requirements and usage and coordinates design requirements and time schedule with the Administrative Office.

10. Provide staff management and software support for in-house computer systems.

#### 17G3 PHOTOGRAPHIC BRANCH

MISSION. Provide processing and reproduction of sources for photographic products.

#### FUNCTIONS.

1. Furnish photo reproductions from a variety of photo source and compilation materials. Products include continuous tone and halftone, line and color photography. Products are generated on a variety of photographic film, paper, plate and plastic materials.

2. Product sources may be contracted, enlarged, reduced or rectified to precise scale and critical density tolerances using precision photographic equipment.

3. Provide services and photographic support in the preparation of briefing slide transparencies and briefing aids.

4. Develop and maintain procedures for the security, quality control and management of photographic production.

5. Provide technical guidance and recommendations for application to division production and support operations.

#### 17G4 IMAGERY ANALYSIS BRANCH

#### FUNCTIONS.

1. Manage the activities involved in the assimilation of information required to support digital data base requirements. Activities include analyzing imagery for the purpose of extracting Feature analysis data.

2. Provide input into the development of training procedures required to implement advancement in technical areas of Digital feature Analysis Data.

17G41    SECTION 1

17G42    SECTION 2

17G43    SECTION 3

The functions of each section are identical as follows:

From a variety of materials, including all source, analyze imagery for the purpose of extracting feature analysis data pertinent to data bases for advanced Aerospace Navigation Systems and simulation applications. Prepare graphic, textual and encoded data files for manipulation prior to entering into digital data bases.

17G5    AEROSPACE CHARTING BRANCH 1

FUNCTIONS.

1. Manages the activities involved in the production of Air Target Materials, including radar predictions and intelligence annotations using a variety of sources and all source material; revising previously published charts and graphics. Provide Cartographic and textual material in graphic formats in support of navigational charts and advanced Aerospace Navigation Systems. Provide stereophotogrammetrically compiled data in manuscript format for chart compilations and for support of advanced Aerospace Navigation Systems.

2. Provide input to develop procedures for training required to implement technical advances.

17G51    SECTION 1

17G52    SECTION 2

17G53    SECTION 3

17G54    SECTION 4

17G55    SECTION 5

The functions of each section are identical as follows:

1. Produce Air Target Materials, including radar predictions and intelligence annotations, using a variety of sources and all source materials. Production is accomplished by compilation of new base charts or recompilation/revision of previously produced charts.

2. Produce aeronautical/aerospace charts and specialized cartographic products using a variety of source and all source materials.

3. Prepare charts for contract color separation and perform acceptance of commercially contracted color separation work; perform final intelligence update and accomplish final cartographic acceptance of printed products.

17G6      AEROSPACE CHARTING BRANCH 2

17G61      SECTION 1

17G62      SECTION 2

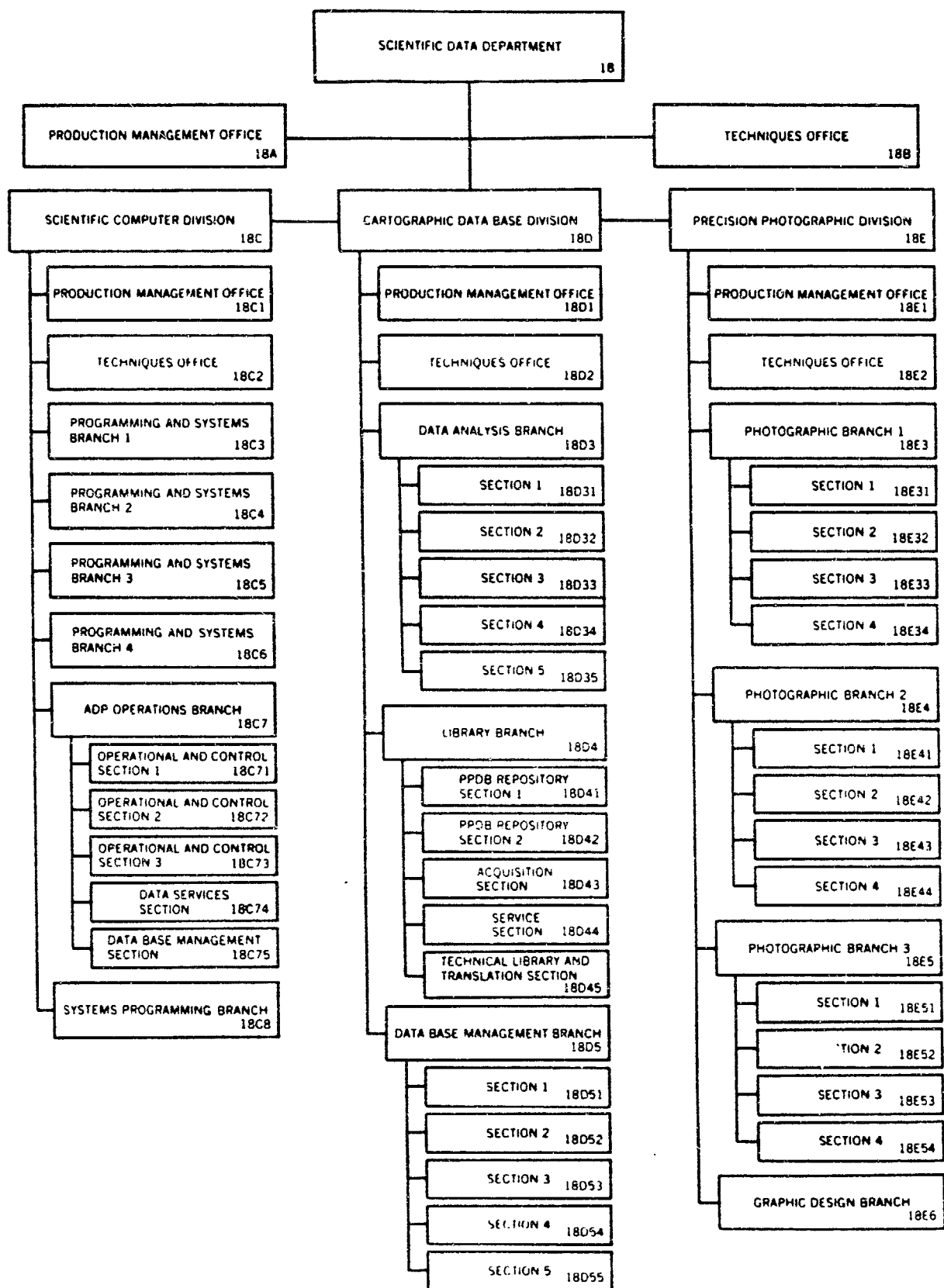
17G63      SECTION 3

17G64      SECTION 4

17G65      SECTION 5

The functions of this Branch are identical to those of Aerospace Charting Branch 1 (17G5).





MISSION. Select and maintain an evaluated collection of source material for cartographic production programs of DMA, AC and other DoD agencies; accomplish product maintenance screening in support of the DMA Product Maintenance Screening Systems; control and provide evaluated data from a variety of data bases for direct use in production programs; provide support for MC&G and Advanced Weapons Systems programs through Digital Data Base activities and management of the DMA Digital Data Base Files and the Point Position Data Base (PPDB) Production/Reproduction and maintenance of the DMA PPDB Repository; provide scientific and technical large scale computer capability and precision photographic materials in support of production processes of the Center; provide graphic design support to AC.

18A      PRODUCTION MANAGEMENT OFFICE

MISSION. Develop, implement and control department production programs.

FUNCTIONS.

1. Analyze assigned production programs and manpower and develop production plans.
2. Establish production rates and schedules in accordance with plans and monitor progress; establish and monitor production priority.
3. Review and validate production priorities standards and develop consolidated Departmental standards.
4. Recommend maintenance and provide input requirements for production management and control system, maintain data on material and space requirements and utilization; monitor temporary duty (TDY) utilization and validate overtime requirements; implement and monitor the management review and improvement program.
5. Develop and monitor production systems, processes and procedures; prepare and maintain standard operating instructions; manage quality control system; develop product specifications.
6. Prepare and maintain the budgets for training, travel, purchase services, supplies and equipment; monitor equipment and facilities utilization; control Temporary Duty (TDY) utilization; validate overtime requirements and monitor supply usage.
7. Implement and monitor security policies and procedures; monitor employee suggestion program.
8. Monitor contracting activities, attache collection activities, photographic and cartographic collection activities and contributions to intelligence collection guidance material.
9. Disseminate changes in source material classifications.

10. Review and validate computer support priorities and monitor scientific and technical computer usage.

11. Review and validate photo service requirements and priorities.

12. Direct and monitor Digital Data Base operation and maintenance activities, AC Library activities, and evaluation and selection of source material of MC&G DMA Production Programs.

#### 18B      TECHNIQUES OFFICE

MISSION. Develop, support and improve production capabilities through the application of technology.

#### FUNCTIONS.

1. Formulate technical objectives, evaluate current capabilities and direct and monitor technical activities required to achieve these objectives.

2. Perform analysis and planning to ensure the proper integration of current and planned production processes. Included is the definition of resources, manpower, and training associated with the technical objectives.

3. Research, evaluate and direct technical studies in the fields of computing and information processing (including data base management), image processing, sensor simulation, products/source assessment and library science and photographic science for application to Department production.

4. Provide technical liaison and support development projects with other Center organization elements, DMA and the mapping, charting and geodesy community; perform staff studies and evaluate technical proposals.

5. Direct the Department related DMA research and development program, including developing requirement statements for hardware, software and studies; coordinating on Department related research and development program items, developing requirement specifications, participating in in-process reviews and directing test and evaluation.

6. Direct the development of systems design specifications for new currently available capabilities and direct the certification of newly acquired or developed Department production systems software/equipment performance.

#### 18C      SCIENTIFIC COMPUTER DIVISION

MISSION. Provide scientific and technical (S&T) computer service. Develop Division technical objectives in coordination with the Department Techniques Office; develop techniques and capabilities to satisfy these objectives; plan for hardware and software; develop procedures and training required to implement technical advances. Issue guidance and provide assistance to users of ADP resources.

18C1      PRODUCTION MANAGEMENT OFFICE

FUNCTIONS.

1. Plan, assign and monitor computer programming and systems requirements.

2. Manage all S&T automatic data processing (ADP) equipment; prepare computer utilization reports; collect and consolidate S&T automatic data processing (ADP) equipment requirements; control AC application programs and system inventories.

3. Monitor security procedures; implement Division management improvements; manage Division administrative equipment.

18C2      TECHNIQUES OFFICE

FUNCTIONS.

1. Develop Division technical objectives; develop techniques and technical capabilities to satisfy objectives; plan for research and development required to provide technical capability.

2. Perform technical development required to support production assignments; develop system design and specifications for new capabilities; design plans for the direct acceptance and evaluation testing of hardware and software; establish plans for implementation of new capabilities into production; provide technical advisory services.

3. Research, evaluate and perform technical studies in the fields of computing and information processing; which includes such things as computer architecture, graphics displays and telecommunications for application to production and scientific and technical computing.

4. Assist other offices as required in technical development relating to computer science.

5. Provide user assistance support to all AC computer resource customers.

6. Perform Computer Performance Evaluation (CPE) on a continuing basis.

18C3      PROGRAMMING AND SYSTEMS BRANCH 1

18C4      PROGRAMMING AND SYSTEMS BRANCH 2

18C5      PROGRAMMING AND SYSTEMS BRANCH 3

18C6      PROGRAMMING AND SYSTEMS BRANCH 4

The functions of each Branch are identical as follows:

1. Develop information systems specifications and models for large scale scientific and technical computer applications; develop and maintain computer programs to satisfy these requirements.

2. Develop and maintain program documentation and instruction manuals on the use of the information systems for computer programmers, operators, users and for program maintenance.

3. Develop and maintain information storage and retrieval systems software for cartographic and intelligence data bases.

4. Develop information system specifications and models for the Department's mini-computers and technical computer applications, develop and maintain computer programs to satisfy these requirements.

5. Develop program documentation and instruction manuals on the use of the information systems for the Department's mini-computer programmers, operators and users; and for program maintenance.

6. Provide assistance to users of developed software.

18C7      ADP OPERATIONS BRANCH

FUNCTIONS.

1. Operate and monitor the performance of large scale computing and plotting equipment.

2. Initiate and administer the control of computer related activities, i.e., scheduling, maintenance, tape and disc libraries, mass storage, performance monitoring, and preparation, review and assembling of input/output data.

3. Perform production engineering and quality control as applicable to ADP operational procedures and end products.

18C71      OPERATIONAL AND CONTROL SECTION 1

18C72      OPERATIONAL AND CONTROL SECTION 2

18C73      OPERATIONAL AND CONTROL SECTION 3

The functions of each section are identical as follows:

1. Operate and monitor the performance of large scale computer and plotting equipment.

2. Provide tape and disc library services.

3. Modify operational procedures to facilitate improved data processing and to promote more efficient use of computer and plotter equipment.

4. Provide assistance to computer users in utilization of equipment, program testing, and error detection.

5. Maintain operation control and status logs. Prepare shift reports on performance of systems.

#### 18C74 DATA SERVICES SECTION

##### FUNCTIONS.

1. Provide centralized service and control of requests for computer processing.

2. Analyze and organize workload according to processing time require, system required and security level.

3. Assemble magnetic tapes and disc packs called for by the processing requests.

4. Clean, register, issue and assign magnetic tapes; inventory magnetic tape holdings and periodically issue updated listings to computer users.

5. Provide data transcribing, verifying, interpreting, listing, sorting and copier service.

#### 18C75 DATA BASE MANAGEMENT SECTION

##### FUNCTIONS.

1. Maintain control on on-line computer files; provide analysis, programming and backup services to these files; monitor performance and implement improvements.

2. Maintain Automated Program Library (APL); develop and maintain software necessary to monitor the APL.

3. Develop and maintain software support to computer operations, production management and tape library.

4. Provide Scientific and Technical (S&T) automatic data processing (ADP) material/equipment support and associated services.

#### 18C8 SYSTEMS PROGRAMMING BRANCH

##### FUNCTIONS.

1. Control all computer operating systems and related software for large scale computers.

2. Develop and maintain information storage and retrieval systems software for cartographic and intelligence data bases.

3. Provide technical guidance to computer users on specialized programming techniques and operating systems.

#### 18D      CARTOGRAPHIC DATA BASE DIVISION

MISSION. Collect, analyze, evaluate and select source materials; store and maintain selected source in analog and digital data files to provide production support for required AC products; maintain required products continuously in accordance with the DMA Product Maintenance System; provide product adequacy/deficiency information via DMA Area Requirements and Product Status System (ARAPS); operate and maintain the DMA Point Positioning Data Base (PPDB) Repository and other operational libraries of evaluated and selected source materials; provide translation service for foreign language materials; manage and maintain the DMA Cartographic Data Base (CDB) of digital terrain and feature analysis data; manage and maintain TERCOM and VOD data bases; distribute standard and transformed digital data to DoD and NATO users; develop Division technical objectives in coordination with the Department Techniques Office; develop techniques and capabilities to satisfy these objectives; plan for hardware and software; and develop procedures and training required to implement technical advances.

#### 18D1      PRODUCTION MANAGEMENT OFFICE

##### FUNCTIONS.

1. Provide overall production management of all Division operations to ensure required program planning, analysis and commitments are achieved.

2. Implement and monitor schedules and priorities, determines manpower and equipment resource requirements.

3. Develop, maintain and implement production standards and procedures.

4. Monitor division training, security, safety, quality assurance, E/P, and space allocation programs and requirements.

#### 18D2      TECHNIQUES OFFICE

##### FUNCTIONS.

1. Develop technical objectives. Develop techniques and technical capabilities to satisfy objectives; plan for research and development required to provide technical capability.

2. Perform technical development required to support production assignments; develop system design and specifications for new capabilities; design plans for the direct acceptance and evaluation testing of hardware and software; establish plans for implementation of new capabilities into production; provide technical advisory services.

3. Research, evaluate and perform technical studies in the fields of photogrammetry, library/information science, products/source assessment, cartography, computer information processing, and data base management for application to production programs and services.

18D3 DATA ANALYSIS BRANCH

FUNCTIONS.

Collect, evaluate and select all types of source material (exclusive of photography) required for MC&G production programs; manage and maintain automated, multi-user source material data bases including Automated Map Information File (AMIF), Target Intelligence File (TINT) and Cartographic Intelligence and update the file for new, revised and deleted obstruction data. Provide a wide variety of output formats tailored to user requirements. Coordinate file developments, co-producer input procedures, and automated digital data base interface activities.

18D31 SECTION 1

18D32 SECTION 2

FUNCTIONS.

1. Develop and maintain the DMA Vertical Obstruction File (D-VOF). Review, edit and update the file for new, revised and deleted obstruction data. Provide a wide variety of output formats tailored to user requirements. Coordinate file developments, co-producer input procedures, and automated digital data base interface activities.

2. Perform all of the functions identified as common to the remaining Sections in 18D3.

18D33 SECTION 3

18D34 SECTION 4

18D35 SECTION 5

The functions of each section are identical as follows:

1. Accomplish product maintenance screening; analyze and evaluate new cartographic, photographic, geodetic and intelligence source material; advise production elements of existing source materials and their accuracies, notify production authorities of the receipt of the new source material and provide information concerning its impact on products in work; generate Chart Update Manual and Target Materials Bulletin notices to inform users of potentially hazardous/unreliable conditions; recommend revision-recompilation; maintain remedial action and cartographic files; determine area of source material deficiencies and request collection/acquisition action.

2. Update and manage automated and manual source data files including AMIF, TINT and CID. Add new evaluated data and purge obsolete information.



3. Conduct geodetic positional analysis/special studies and recommend methods to improve products. Perform datum transformations/conversions.

4. Develop and maintain current and potential chart evaluation data for air target charts and navigation and planning products; nominate charts for recompilation when source material improvements warrant such action; accomplish product currency reviews in accordance with the DMA Product Maintenance Screening System and report all determinations to appropriate elements for programming action.

5. Provide information on availability, utilization, adequacy and accuracy of all source materials; determine source material deficiencies/requirements to support current and long-range mapping, charting and geodesy programs.

#### 18D4 LIBRARY BRANCH

##### FUNCTIONS.

Maintain and operate libraries including DoD Library of Aeronautical Charts, DoD Point Positioning Data Base (PPDB) Repository, Depository of AC produced charts and AC Technical Library; maintain collection of intelligence, orthophotos, MUMs, DPMS, product histories, and related information for internal AC use; collect and provide maps, charts, intelligence, geodetic and photographic source materials to AC users; provide translation service for foreign language material; provide information gathering and bibliographic services.

#### 18D41 PPDB REPOSITORY SECTION 1

#### 18D42 PPDB REPOSITORY SECTION 2

##### FUNCTIONS.

Manage and maintain the DMA Repository of Point Positioning Data Bases (PPDBs) by acquiring, maintaining and distributing PPDBs to DoD users. All PPDBs except those produced and distributed by HTC to satisfy initial requirements are distributed by the Data Bank Section.

#### 18D43 ACQUISITION SECTION

##### FUNCTIONS.

Collect, maintain and provide charts, maps, intelligence, geodetic and photographic source materials to AC users; provide an operational library of selected maps for internal use as source materials; obtain as required geodetic materials from the DMA Geodetic Library of HTC; maintain a file of finished intelligence and a limited collection of raw intelligence to satisfy specific requirements; obtain DIA and Non-DIA photographic materials as required; provide records retirement service for AC products. Receive AC produced aeronautical charting and related products and forward for inclusion in the federal record set maintained at the Federal Records Center. Maintain records and assist and coordinate in the retrieval of these materials.

#### 18D44 SERVICE SECTION

##### FUNCTIONS.

1. Maintain the DoD centralized Library of foreign aeronautical charts produced under joint specifications, maintain an operational library of selected maps/charts, cartographic intelligence and geodetic information.

2. Maintain the depository of AC chart products, product histories and related materials; record and retrieve historical file copies of produced aeronautical charts to the Federal Records Center and coordinate retrieval of this material.

3. Maintain collections of classified intelligence, OPMS, MUMs, orthophotos and related data for internal AC use.

4. Provide reference and loan service to and service inter-agency loan requests.

5. Provide aperturizing and other microform reproduction services.

6. Provide large format Xerox reproduction services.

#### 18D45 TECHNICAL LIBRARY AND TRANSLATION SECTION

##### FUNCTIONS.

1. Acquire, maintain, circulate and loan technical information for internal AC use. Included are books, pamphlets, periodicals, scientific and technical reports and technical translations. Provide reference and bibliographic services.

2. Provide screening, evaluation, abstracting and translation of foreign language technical publications. Technical subjects include geodesy, gravimetry, geophysics, space science, cartography, photogrammetry and automation. Translations are made available to all government agencies through the Defense Technical Information Center (DTIC).

#### 18D5 DATA BASE MANAGEMENT BRANCH

##### FUNCTIONS.

1. Manage and maintain multi-user source material and digital product automated data bases including DMA Cartographic Data Base of digital terrain and feature analysis data, DMA Automated Chart Feature (ACF) data base, TERCOM and Vertical Obstruction data management systems, photo source data bases, Automated Collection Requirements Evaluation System (ACRES) and Area Requirements and Product Status System (ARAPS). ARAPS/PMS, ARAPS/TERCOM, Digital Cities Outline Data Base (DCDB), Visual Pytotype Data Base (VPDB), transformations and the Off-Line Orthophoto Planning System (OLOPS) to support DLMS, ATM and VOD production.

2. Distribute DMA produced digital data in standard and transformed formats to DoD and other government agencies, foreign governments and private industry.

3. Participate with the Scientific Computer Division in large-scale redesign and development of data bases.

4. Provide the Executive Agent with a DMA Catalog of digital data holdings.

18D51    SECTION 1

18D52    SECTION 2

18D53    SECTION 3

18D54    SECTION 4

18D55    SECTION 5

FUNCTIONS.

1. Receive, process and store source and digital data in automated data bases.

2. Retrieve, graphically display and disseminate data from data bases to DMA and components other DoD elements, private and federal agencies and foreign governments.

3. Transform digital data from standard DMA format to formats required for specific user requirements and disseminate.

4. Perform quality control checks during processing, storage, retrieval and transformation of digital data.

5. Perform test and acceptance of software developed for data base operations and Data Base Systems Integration (DBSI).

6. Prepare catalogs and reports on digital data availability and distribution.

18E        PRECISION PHOTOGRAPHIC DIVISION

MISSION.    Provide photographic reproduction support exploiting high resolution continuous tone photography; provide photo-optical orthophotos, rectifications, large format camera enlargements/reductions, contact and projection printing, overprinting of calibrated reseaus and, produce color film strips used for moving map displays; provide new product development in conventional, digital and coherent optical imaging and sensor simulations; provide graphic design support. Develop techniques and capabilities to satisfy new requirements; plan for and implement new hardware and software capabilities; and develop procedures and training required to implement technical advances.

18E1      PRODUCTION MANAGEMENT OFFICE

FUNCTIONS.

1. Develop and implement production schedules based on product requirements and equipment availability; develop production time standards for photographic products.
2. Analyze and validate Division manpower authorizations in regard to production programs.
3. Operate production management and information systems (DMIS/P) (DMIS/P-PCIS) and record management for improvement programs.
4. Develop, maintain and revise Division process/product services standards to reflect changing photographic methods and techniques or changes in user requirements.
5. Manage external rectification requirements in accordance with general AC guidelines. Perform research, analysis, security review, quality inspection and implement shipping procedures. Maintain, monitor and update the CR Rectification File.
6. Maintain, monitor and update the Master Reseau file; quality control procedures.
7. Implement security and production procedures. Review and provide input to production specifications.
8. Perform and manage the Division technical equipment; space and facility and supply functions.

18E2      TECHNIQUES OFFICE

FUNCTIONS.

1. Develop technical objectives; develop techniques and technical capabilities to satisfy objectives; plan for research and development required to provide technical capability.
2. Perform technical development required to support production assignments; develop system design and specifications for new capabilities; design plans for the direct acceptance and evaluation testing of hardware and software; establish plans for implementation of new capabilities into production; provide technical advisory services.
3. Research, evaluate, and perform technical studies in the fields of analog and digital image processing, sensor simulation and photographic sciences.
4. Assist in technical development relating to image processing, sensor simulation and photographic sciences.

5. Initiate studies and recommend improvements relating to photographic materials and product quality.

6. Develop and direct a system of quality control.

18E3      PHOTOGRAPHIC BRANCH 1

FUNCTIONS.

Manage the activities in photographic processing and reproduction.

18E31      SECTION 1

18E32      SECTION 2

18E33      SECTION 3

18E34      SECTION 4

The functions of each section are identical as follows:

1. Provide precision processing and reproduction of high resolution aerial photography.

2. Generate special transformed/rectified and reseau products, projection prints and large format camera enlargements and reductions in support of AC MC&G programs in the special activities area (SAA).

3. Produce scaled negatives and positives, continuous tone reproductions, and miscellaneous black and white reproductions.

4. Produce precision aerial roll, cut film negatives and paper prints of terrestrial photography.

5. Provide color and black and white photographic support of extra-terrestrial photography, film strip copy for display systems, miniaturized film chips for display systems and miscellaneous color and black and white reproductions.

18E4      PHOTOGRAPHIC BRANCH 2

FUNCTIONS.

Functions of each section are identical to the section in 18E3.

18E41      SECTION 1

18E42      SECTION 2

18E43      SECTION 3

18E44      SECTION 4

18E5     PHOTOGRAPHIC BRANCH 3

FUNCTIONS.

The functions of each section are identical to the sections in 18E3.

18E51     SECTION 1

18E52     SECTION 2

18E53     SECTION 3

18E54     SECTION 4

18E6     GRAPHIC DESIGN BRANCH

FUNCTIONS.

1. Plan, design and prepare briefing boards, charts, slide transparencies multi-media and other types of materials. Formulate complete creative services for graphics, audio and/or visual needs.

2. Maintain a central resource pool of audio-visual equipment and slide library.

3. Design and build a variety of public information exhibits and displays; produce special screen process printing; provide public information photographic and laboratory services, including official military portraits and historical photo file.

MISSION. Serve as Defense Legal Services Agency (DLSA) legal adviser to the Director and his staff on all matters concerning activities of the Center, and furnish legal services to the General Counsel, DMA.

FUNCTIONS.

1. In carrying out responsibilities as DLSA legal adviser, render legal opinions and interpretations of laws and regulations concerning admiralty and international law, procurement, fiscal, patents, claims, military and civil affairs, and general administrative law matters as it relates to Component activities.

2. Unless otherwise directed by HQ DMA GC, prepare the Center case in all litigation arising out of the DMAAC operations, including drafting pleadings, motions, interrogatories, etc., as required. Prepare litigation reports for the HQ DMA GC, the Department of Justice and the U.S. Attorney's offices and assist throughout the litigation, including appearance in court when required.

3. Act as DMAAC representative in contract disputes before the Armed Services Board of Contract Appeals in all cases and before the Court of Claims when required. Advise contracting officers on all final decisions involving disputes. Act as Government trial attorney in contract appeals.

4. Review and recommend actions or make Center decisions on all claims against the Government arising out of DMAAC activities. Coordinate with HQ DMA, and/or Justice Department in deciding claims with unique legal policy questions, or which may involve the Government in highly publicized litigation. Decide claims based on investigation, findings of fact and conclusions of applicable law, so that final Center decisions will be in proper posture for judicial review. Coordinate with JA, Scott AFB in tort and other claims administered by them.

5. Coordinate and advise on all denials of information requested under the Freedom of Information and Privacy Acts. Coordinate with HQ DMA GC on all denials for requests of agency information.

6. Review contractual documents for legal sufficiency prior to advertising in most cases and award. Coordinate with Contracting Officer in answering bid protests to the General Accounting Office; prepare final DMAAC report to the HQ DMA GC and when directed by HQ DMA GC represent Center during consideration of bid protests.

7. Under the direction of HQ DMA GC draft implementing international agreements, letters of understanding, etc., as required.

8. Represent AC on all administrative hearings, including MSPB and EEOC. Advise EEO Office on the disposition of complaints under current law.

9. Assist CM in administering Federal Claims Collection Act policies for DMAAC claims in favor of the Government and forward to HQ DMA GC for referral to the Comptroller General or the Justice Department as appropriate. Prepare litigation report when a civil suit is proposed.

10. Administer the legal assistance program for assigned military personnel.

11. Coordinate with HQ DMA GC on all legal questions of agency wide impact.

12. Serves as initial denial authority for Freedom of Information Act requests.

13. Serve as Standards of Conduct designated deputy counsellor; and execute responsibilities in Component's Standards of Conduct program.